



Job Description

Connect to Work Integration Coordinator

Job Title	Connect to Work Integration Officer
Salary	£25,000–29,000
Hours	37 hours a week
Contract	Fixed term to March 2028 (with the possibility of extension to 2030)
Benefits	5% Pension Contribution, 22 days annual holiday + 3 concessionary days & bank holidays (pro-rata for part-time staff)
Location	The Dudson Centre, Stoke-on-Trent
Special Conditions	Ability to travel in and around Stoke-on-Trent, with occasional weekend/evening work.
Responsible to	Partnerships & Collaborations Lead

Job Summary

The Integration Coordinator will play a key role in raising the profile of the Connect to Work Programme across Stoke-on-Trent and strengthening referral pathways into the service. The role focuses on developing effective, trust-based relationships with primary care teams, NHS and mental health services, local authority teams, and organisations across the Voluntary, Community and Social Enterprise (VCSE) sector to increase engagement and generate high quality referrals.

Working collaboratively with stakeholders, the postholder will support opportunities for co-location that enhance joined up working and ensure participants can access timely, appropriate support. The role also involves delivering presentations and outreach; planning and supporting events to



reach potential participant groups; and ensuring all engagement is recorded accurately for monitoring and evaluation.

This is a proactive, outward facing role requiring strong partnership building skills, an understanding of local service landscapes, and a commitment to inclusive practice. The Integration Coordinator will contribute to the smooth and successful delivery of the Connect to Work Programme.

Key Responsibilities:

- Responsible for brokering and establishing relationships with the wider services that interact with our participants, including primary care teams, NHS and other health care services, mental health teams and VCSE Sector providers to generate referrals to the programme.
- Work with key stakeholders to establish co-location which will benefit the participants and provide greater levels of cohesion between services.
- To maintain and develop relationships with targeted stakeholders, partners and community groups to drive referrals to the programme and drive engagement.
- To deliver presentations, workshops and other activities to stakeholders, partners and community groups to generate referrals for key contracts.
- To undertake project work in support of generating referrals such as the planning and delivery of events and activities to access potential participant groups.



- To record all engagement activity on the relevant system on a regular basis in order to provide accurate monitoring and evaluation.
- To undertake any other duties as determined by the line manager.

General Requirements

- Participate in training and information briefings and maintain an up-to-date knowledge of VCSE sector.
- Attend monthly supervision sessions and staff meetings.
- Support with the preparation of monitoring reports outlining progress of the work, and key issues raised.
- Carry out occasional other duties as agreed within supervision to develop the aims of the VAST.
- Undertake such personal training as may be required to keep up to date and fulfil the professional requirements identified for this job description.
- To have a collaborative and flexible approach to work undertaken by VAST.
- Due to the community-based nature of this role, a full driving licence and your own vehicle would be advantageous'. This role will be working closely with our partner, The Growth Company, who deliver the IPS element of Connect to Work. Knowledge of IPS and employability would be of benefit to the successful applicant.



Person Specification

<i>Knowledge</i>	
Knowledge of equality, diversity and inclusion principles	Essential
Knowledge of the health care sector	Desirable
Knowledge of the VCSE sector	Essential
Understanding of employability or workforce development sectors	Desirable
<i>Skills & Experience</i>	
Ability to build and maintain excellent working relationships with a range of stakeholders, including primary care, statutory partners and senior contacts	Essential
Excellent verbal and written communication skills, able to adapt for different group sizes, barriers and needs	Essential
Excellent IT skills, including use of databases, presentations, websites and social media	Essential
Strong organisational and project management skills, including planning events and working under pressure to meet targets	Essential
Experience working collaboratively and delivering outcomes within plans, policies and procedures	Essential
Experience exercising initiative and managing competing priorities	Essential
Ability to undertake physical tasks such as manual handling (with reasonable adjustments if required)	Essential
<i>Personal Qualities</i>	
Positive work ethic dependable, conscientious and motivated	Essential
Flexible and adaptable approach	Essential
Collaborative, outcome-focused mindset	Essential
Commitment to equality of opportunity	Essential
Proactive approach to personal and professional development	Essential

VAST Services (1920)

Dudson Centre, Hope Street, Hanley, ST1 5DD

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Equity, Equality, Diversity & Inclusion (EEDI) and Equal Opportunities Statement

VAST is committed to fostering a workplace culture where equity, equality, diversity and inclusion are central to everything we do. We believe that our strength comes from the diversity of our people, partners and communities, and we are dedicated to creating an environment where everyone feels valued, respected and able to thrive.

We recognise that people have different experiences, needs and barriers, and we are committed to advancing equity by providing the support, adjustments and opportunities individuals require to participate fully. We also promote equality of opportunity by ensuring that no applicant, employee or volunteer is treated less favorably based on any protected characteristic.

In line with the Equality Act 2010, VAST is committed to ensuring that all stages of our employment practices – including recruitment, selection, development and progression – are free from unlawful discrimination. We welcome and encourage applications from people of all backgrounds and lived experiences, including those who are underrepresented in leadership roles across the voluntary and community sector.

We are dedicated to removing barriers, designing inclusive processes, and continually improving our practices to reduce the impact of bias and support fair outcomes for all. This includes welcoming requests for reasonable adjustments during the application and interview process, enabling candidates to demonstrate their skills and strengths on an equitable basis.

At VAST, everyone is welcome. We celebrate difference, champion inclusion and work to ensure that all individuals feel a genuine sense of belonging as part of our organisation.

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Notes: All jobs are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post. This post is subject to a 3-month probationary period.