



Making it Work

Follow-On Support Service for Disabled Job Seekers



Making it Work



**Inclusion
London**
Supporting London's Deaf and
Disabled People's Organisations



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

**LONDON
COMMUNITY
RESPONSE FUND**

“

Be proud of who you are.

Have high expectations of yourself.

Don't be limited by what people might have told you in the past or what you think people might think of you as a young Disabled person.

Be confident in asking for the support and the adjustments that you need.

You have a right to a fair chance at work,

the same as any other young person does.

”

Jon Rees,
Making it Work Project Manager,
Inclusion London

Making it Work Project Manager (April 2018 – May 2021)
All photographs by Jon Rees



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1. Welcome to 'Making it work'!



Making it Work is a five year programme :



a) It aims to improve young Disabled people's chances of finding employment



b) It aims to remove the barriers to getting into work

c) Follow-On is part of Making it Work. It is a free employment support service.



It is funded by City Bridge Trust.

Which organisations run Follow-On?



1) Inclusion London (www.inclusionlondon.org.uk)

Inclusion London promotes equality and inclusion for Disabled people. It supports the development of Disabled People's Organisations (DPOs) across London. It works with DPOs to provide employment support for Disabled people.



2) Disability Advice Service Lambeth (www.disabilitylambeth.org.uk)

DASL is a Disabled People's Organisation (DPO) based in Lambeth. It is run by and for Disabled people in Lambeth. It supports Disabled people to play an active role in the community. Services include Advice, Advocacy, Direct Payments and Employment Support.



3) Action on Disability (www.aod.org.uk)

AOD is also a Disabled People's Organisation (DPO) based in Hammersmith and Fulham. It supports Disabled people to have independence, choice and control over their lives. It promotes equality for Disabled people. It provides services across West London (Employment, Youth, Welfare Benefits and Direct Payments).

2. Introduction to 'Follow-On'



What is Follow-On?



- It is a free employment support service that helps Disabled people in London to find and stay in paid work



- We also work with employers to remove the barriers that Disabled people face in the workplace

What does the service offer?



The service provides individual support to increase Disabled people's chances of finding and staying in work.



Clients will have one-to-one sessions with a service Coordinator and there will be at least one workshop each week.



We also make sure the service is accessible for everyone

What support can I get to help me get ready to do a job?

When you're looking for work, we will provide you with personalised support to:



- find out what jobs would suit you best



- build a visual CV which will help you to stand out



- find the right employers and opportunities



- approach employers you would like to work for



- ask for reasonable adjustments when you apply for jobs



- prepare for every stage of the recruitment process (including job applications, interviews and work trials)

If I already have a job, how can you support me?

If you have a job, we will provide you with personalised support to:



- communicate your access needs to your employer



- apply for Access to Work funding to pay for any equipment or a job coach



- ask for reasonable adjustments



- help you with the induction process (this means getting to know what your new job involves)



- undertake any training that you may need to do

We also provide a **Job Coach** service and a **Mentoring** service.

A **Job Coach** can support you to learn the tasks that you need to do in the workplace. A **Job Coach** can also create aids to help you with your tasks.

A **Mentor** will check in on how you are doing. You can also go to your **Mentor** if you need some help or if you need to discuss something about your job.

3. How do we work with employers?



We also support employers in different ways:



- We offer them training and guidance on how to support you and other Disabled people in the best way possible



- We support them to make their recruitment processes accessible to you and other Disabled people



- We support them to make their workplaces and jobs more accessible to you and other Disabled people

4. What will you get from Follow-On?



It is hard to find paid work at the moment. COVID-19 has caused lots of problems in the jobs market.¹ However, it is important to keep positive. You must continue to develop useful skills for the workplace so that you are ready if you see a job you want to apply for.



- You will develop more independence, confidence and improved self-esteem



- You will meet other Disabled people who also want to find paid work



- You and other clients will support each other to keep positive about finding paid work



- You will continue to learn about workplace culture



- You will learn ways to maintain good mental health and wellbeing



- You will continue to develop skills which are useful for the workplace (for example, communication skills and teamwork skills)



- You will find out what support you need at work and how to ask for it

If you are interested, we can organise opportunities for you to continue to learn about the creative industries (for example, working in museums and arts organisations).

We can also support you to learn more about theatre, opera, dance, music, literature and the visual arts.

¹ Before COVID-19 Disabled people were less likely to be in employment than non-Disabled people. The barriers to work that Disabled people already encountered have been made worse by the crisis. (SOURCE : 'The financial impact of COVID-19 on disabled people and their carers', Joseph Rowntree Foundation, pg. 3, 3 Dec 2020)

5. Ways to learn now for the future



We will run workshops and activities that meet your needs and interests. Here is a menu of options :



- Hobbies and interests



- Film and photography skills



- Employment Rights Training (including 'What is a DPO?')



- Understanding Disability and the barriers that Disabled people face



- Creating a Visual Portfolio (like a CV but more accessible)



- How to search for employers



- Identifying your own reasonable adjustments



- Access to Work (including working with Job Coaches and Mentors)



- Tips on how to get better pay and how to get a second chance, if there is a problem at work



- Cultural activities & discussions (e.g. watch performance online and then group discussion)



- Work skills and communication skills



- Wellbeing, good mental health (including managing anxiety), and confidence-building



- For DASL clients: Interview skills (including mock interviews and CV development)



- Talks about jobs in the Creative Industries (e.g. Theatres, Wellcome Collection, Somerset House, British Museum)



- Talks about jobs in other sectors (e.g. the leisure industry, retail, hospitality, office work, etc.)



- Digital Skills, social media (including Zoom) and internet safety

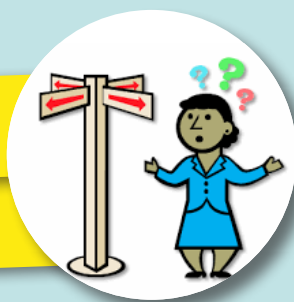


- Volunteering opportunities, if possible (Covid makes this very difficult)



- Health and safety

6. Where will Follow-On workshops and activities take place?



Please contact your Coordinator by phone or email to discuss your needs. Their contact details are on page 14.

Your Coordinator will explain the different options.

Zoom



Zoom is an online meeting space. If you cannot use Zoom, we can provide training and equipment.

At our offices:



Action on Disability (AoD)
Normand Croft Community School
Lillie Road
London SW6 7SR
www.actionondisability.org.uk



Disability Advice Service Lambeth (DASL)
We are 336
336 Brixton Road
London SW9 7AA
www.disabilitylambeth.org.uk

We hope it will be possible to run workshops and activities at AoD and DASL's offices. If this isn't possible due to COVID-19, we hope to find other venues which are COVID-safe. Please ask your Coordinator for more information.

7. What is the Peer Support Group?



The Peer Support Group is one part of the Follow-On service. It is a way for young Disabled people to support each through the process of trying to find paid work.

Would you like to join the Peer Support Group?



- Are you Disabled and between 18 – 30yrs old?



- Do you want to meet people in a similar situation?



- Do you lack confidence since lockdown and Covid-19?



- Would you like to find a paid job?



- Would you like to hear about other Disabled people's experiences in the workplace?

Members of the Peer Support Group will learn to run the group themselves. Staff will provide you with support when needed.

The Peer Support Group has already decided what its VALUES are:



- We want our activities to be accessible for everyone (for example, we need to make sure that members of the group can use Zoom)



- We accept that people have different opinions and views



- We do not interrupt each other



- We do not argue about politics and religion



- We do not use bad language



- We respect each other



- We want to build our skills



- We will face things we find difficult but we will move forwards



- We will support each other with travel, if needed (for example, we can meet each other in one place and travel together)



- We agree that what we discuss is confidential

If you think this sounds interesting, please contact **Sian Williams** at Inclusion London (sian.williams@inclusionlondon.org.uk) or one of the Follow-On Coordinators (please see page 14 for their contact details).





8. What support is available?



We want to make sure Follow-On is fully accessible and inclusive.

If you need help with essential costs, please contact the Follow-On staff team (see page 14) for more information.

We can help with **access costs**, such as:



- Zoom (IT equipment and training)



- Transport costs



- Job Coaches and Personal Assistants

We also have a **Hardship Fund**. Please contact your Coordinator to discuss your needs.

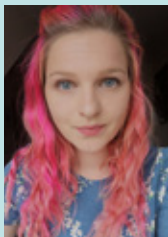
We are extremely grateful to the London Community Response Fund for their financial support. Their funding helps Inclusion London to meet these costs.

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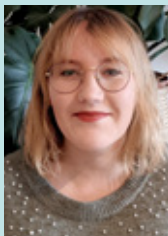
9. Meet the Follow-On staff team



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Action on Disability
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Disability Advice Service Lambeth
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Sian Williams
Making it Work Project Manager
Inclusion London
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Appendix 1

Information for parents and carers



Follow-On aims to support clients to find jobs in mainstream, inclusive workplaces. The jobs must be paid at the going rate and not be seasonal or zero hours contracts.



However, due to COVID-19, it is much harder now to find paid work.



This is why we also support clients to maintain a positive outlook, build their sense of wellbeing and continue to develop skills which will help them in the future. We believe this approach will increase their chances of getting jobs.



It is important that parents, carers and friends are fully involved in Follow-On. Please try to make connections with employers, create a job searching network for each client and support their progress.



We are happy to advise on how to do this. Please contact us if you have any questions (see page 14 for our contact details).

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