



Inclusive Employment Scheme

Earlier this year, Queen's launched a unique placement programme for people with a disability.

The Queen's Inclusive Employment Scheme, which is supported by the Department for Employment and Learning, aims to give individuals the opportunity to regain skills, learn new skills and enhance their employment opportunities.

The placements range from clerical work to technical and manual work and span a range of Schools and Directorates. This month, we meet Jamie Davidson who is on placement in the Estates Directorate.

What is your job and what does it entail?

I work as Receptionist within the Estates Directorate. This requires me to greet visitors to the office, deal with enquiries, both in person and on the phone; log in the Directorate's Mail; answer the phone and either re-direct calls or take messages. I also undertake other clerical duties such as recording the outgoing mail and delivering it to the mail room, and logging incoming invoices onto the invoice log spreadsheet.

What attracted you to apply for the placement at Queen's?

I was informed by my Employment Support officer of the opportunity of a post with the University. As I had previously undertaken reception duties with a company in Larne, I felt the post in Queen's would provide

me with additional experience.

What do you enjoy most about working at Queen's?

The staff in Estates are extremely friendly and helpful. I have learned a lot about the Estates Department and the University. I have come to like the University environment.

What do you hope to get out of the placement?

I would like to acquire sufficient work experience and hopefully earn a permanent post within the University. I hope to further develop my skills and go on to gain additional qualifications.