

JOB DESCRIPTION

JOB TITLE: Job Coach
SALARY: £18,525.00 - £22,542.00 pro rata (depending on qualifications and experience)
HOURS: Full time and Part time post available (term time only)
LOCATION: Kirkby outreach throughout Merseyside

Activate are seeking to appoint a Job Coach. The Job Coach will be responsible for working with employers/work placement providers to develop an appropriate job role for students. The Job Coach will have experience of working with students with learning difficulties, disabilities and complex needs.

We are looking for a driven and motivated individual to support young people to achieve their full potential and who would like to be part of a growing organisation.

The successful candidate will have ideally attained Information, Advice & Guidance Level 3 Qualification (or be willing to work towards), and have preferably experience of working in one of following environments: recruitment, careers advisory, student support or marketing.

You should be dynamic and flexible, with high standards of literacy and numeracy. You will be committed to working with young people who have learning difficulties and/or physical disabilities. Knowledge of the working with external organisations, especially OFSTED.

Activate specialise in working with individuals aged 19-25 years with learning difficulties and/or disabilities. We are a high quality specialist provider of further education programmes in Knowsley and Wirral.

Our further education programmes for 19-25 year olds with learning difficulties and or disabilities are entirely person centred. We offer a personalised curriculum for each student on program.

Our aim as an organisation is to provide ground breaking education programmes which help young people with disabilities to develop skills in order to build confidence, develop employment skills and encourage independence within the local community.

Due to the nature of work the above post is exempt from the provisions of the Rehabilitation of Offenders Act and appointment will only be confirmed if a satisfactory Enhanced Disclosure is obtained from the Disclosure & Barring Service (DBS).

We are committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.

Activate are an equal opportunities employer and welcome applications from all members of the community on an equal basis, regardless of age, gender, ethnic background, religion or sexual orientation.

Full Job Description, Application Form, Diversity Monitoring Form and Privacy Policy can be downloaded from our website <https://activateces.org.uk/vacancies/> Completed application to be submitted to jobs@activateces.org.uk before closing date of 13/06/22
Please state if full time or part time is preferred.

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JOB TITLE:	Job Coach
SALARY:	£ 18,525.00 - £22,542.00
HOURS:	as per contract
JOB LOCATION:	Kirkby & outreach throughout Merseyside

Reporting to: Career, Advice and Transition Lead

Main purpose of this job

- To develop a pathway for learners to move towards employment/volunteering and liaise with Activate team members to devise a programme to meet the needs identified.
- To provide information, advice, guidance and support to young people who have barriers to entering training or employment.
- To set up work experience placements and monitor those placements (including volunteering).

Summary of duties and responsibilities:

External

1. Work with employers//organisations prepared to offer placements/volunteering opportunities and employment opportunities to look at job carving opportunities and ways to support individuals in the placement.
2. Ensure employers observe Health and Safety responsibilities and carry out relevant checks, follow up meetings etc. in line with Activate's processes.

Learner

3. Contribute to and maintain individual learning plans for learners relating to employment/volunteering and/or education and transition goals.
4. Ascertain and record learner's preferences/needs in training, employment, volunteering or further education. Conduct regular reviews of progress against plans and changes as they are identified.
5. Support learners in applying for placements/volunteering opportunities and employment opportunities.
6. Support learners on work placements as required and through use of the Training in Systematic Instruction approach as required.
7. Deliver travel training to students as required in line with travel training processes.

Liaison

8. Identify training needs for learners in relevant skill and knowledge areas and communicate these with the Employability Co-ordinator at Activate to ensure embedding within lessons.
9. Liaise with the Employability Co-ordinator in the case of learner's social and personal problems.
10. Work with employers to look at job carving to create appropriate work experience opportunities.
11. Liaise with learners, placement providers and Activate's education team.

Internal

12. Maintain records as required by Activate for monitoring and quality and audit purposes.
13. Ensure learner targets are well monitored and are embedded in the overall student tracking system.
14. Ensure compliance with processes and procedures.
15. Provide support to other team members.
16. General office duties including answering and managing the project phones and greeting guests in the absence of admin staff.
17. Attend team meetings, training etc. as required.

This job description is an outline of the main duties of the post. The post holder will be required to undertake other activities related to achieving the organisations objectives, as determined by the Manager. This job description may be reviewed when necessary in line with the development of the organisation.

All staff must be flexible to attend open days/open evenings and some occasional weekends at various times throughout the year in addition to their 'normal' working hours.

Own car essential for this job role as would be driving students to work placements

Job Coach Person Specification

Qualifications	Essential	Desirable
Education to GCSE or equivalent standard; must include Maths and English (min. Grade C)	X	
Information, Advice & Guidance Level 3		X
Knowledge		
Knowledge of working in a SEN environment	X	
Experience of working with external organisations	X	
Experience of working in Further Education	X	
Skills & Experience		
Experience of providing training, guidance and support to others.	X	
Self motivated and pro-active. Able to work independently or part of a team to deliver agreed objectives.	X	
Experience of one or more of the following environments: recruitment, careers advisory, student support, marketing.	X	
Good interpersonal skills with the ability to influence and work effectively with students and colleagues	X	
Excellent IT skills. Proficient in the use of MS office applications, especially Excel, Word, PowerPoint and Outlook.	X	
Excellent presentation skills; able to motivate and convey information effectively to students, colleagues and employers.	X	
Able to establish good collaborative relationships and networks within and outside the College.	X	
Manages own workload, prioritising effectively to meet agreed	X	

objectives.		
Able to meet deadlines, work flexibly and calmly.	X	
Actively seeks to improve processes and procedures to enhance operational efficiency and customer service	X	
Excellent communication skills	X	
Travel training experience		X
Experience of job carving and or/TSI		X

