



JOB DESCRIPTION

JOB TITLE:	Job Coach
LOCATION OF POST:	Any NOW site as required
RESPONSIBLE TO:	Head of Services
REPORTS TO:	Employment Development Manager
HOURS:	37.5 hours
SALARY SCALE:	£17,167 - £18,207 per annum pro rata
BENEFITS:	22 days annual leave plus 12 statutory days Holiday Purchase Scheme Work Life Balance Policy Access to Confidential Staff Counselling & Financial Advice Service Stakeholder Pension Scheme Employers for Childcare registered
MAIN FUNCTION:	The post holder will provide practical tailored support and mentoring to clients in work placements, voluntary positions and paid work. The role will involve supporting individual clients to reach their potential, move towards getting the job they want and keeping it. Workforce 3 project is a partnership with Stepping Stones NI and funded through the European Social Fund.

MAIN RESPONSIBILITIES

Customer/Stakeholder

1. Provide support for clients in line with individual learning plans across training, work trials or paid/voluntary jobs.
2. Promote and encourage client independence by identifying appropriate skill building techniques and natural workplace support.
3. Develop professional relationships with clients, parents and employers to ensure clients can reach their full potential.
4. Keep accurate records and information required to ensure positive progression for clients and share this information during progression meetings.
5. Work closely with Employment Officers/Trainers/Colleagues to provide a full range of support to optimize positive progression for clients.

Finance

6. Ensures all operational activity is in line with budgets for the programme.
7. Maintain accurate financial records required for expenses and funder requirements.

Learning, Growth & Sustainability

8. Assist with design and development of programmes that will help meet client needs.
9. Motivate clients to achieve their potential.
10. Take a person centred approach at all times with clients. Ensure that the programme is portrayed in a positive light within the public domain and access marketing support from Marketing / Communications Executive.



Internal Processes

11. Ensure the accurate maintenance of appropriate records, client files and documentation in line with organisation, funder and data protection guidelines
12. Collate and present information as needed by line manager
13. Ensure the notification to Senior Management of any untoward incident / accident involving either staff or clients
14. Participate in support and supervision and annual appraisals.

Health and Safety

15. Ensure the implementation and observance of Health and Safety Regulations

Equal Opportunities

16. Understand and promote Equality of opportunity.

Other

17. Undertake any training as deemed necessary by Senior Management and to carry out any other duties as deemed appropriate to the post by Senior Management

This job description is not definitive and may be subjective to review as the duties and the responsibilities determine.



PERSONNEL SPECIFICATION FOR THE POST OF JOB COACH - SHORTLISTING CRITERIA

ESSENTIAL CRITERIA

1. A full current driving licence and access to a car. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.
2. Ability to be flexible and adaptable - hours are flexible and may involve evening and weekend work as required.
3. Level 2 qualification in Maths and English Language
4. At least one year's experience working with people with learning difficulties.
5. Ability to demonstrate strong administrative skills with experience of good record keeping.
6. IT skills including Word, Excel, Outlook and Social Media use.
7. A can-do attitude.
8. Knowledge and understanding of the needs of disabled people and a commitment to their equal rights.

DESIRABLE CRITERIA

9. Diploma in Supported Employment (or willingness to attain same).
10. Youth or Community qualification.
11. Coaching/Mentoring qualification.

Shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The Shortlisting Panel will not make assumptions as to your circumstances, qualifications, and experience.

Employment with NOW Group may be subject to a check from the Access NI Service. For positions in regulated activity a check of the Data Barring Service (DBS) will be required. For further information please refer to the Access NI Code of Practice at: <http://www.nidirect.gov.uk/accessni>