

JOB DESCRIPTION

JOB TITLE:	Job Coach
LOCATION OF POST:	The Bobbin Cafe – Belfast City Hall
REPORTS TO:	Quality Assurance Officer
HOURS:	16 hrs per week Monday, Tuesday, Wednesday & Friday
SALARY SCALE:	Salary band of £17,167 - £18,207 per annum, pro rata
MAIN FUNCTION:	The post holder will provide practical support and mentoring to our catering training participants with learning difficulties or an Autism Spectrum Condition. The successful candidate will support participants with practical catering tasks on site whilst completing an NVQ qualification or supporting their progression into further employment. The 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 participants in line with individual learning plans across training, work trials or jobs.
2. Promote and encourage participant independence by identifying appropriate skill building techniques and natural workplace support.
3. Develop professional relationships with participants, parents and employers to ensure participants reach their full potential.
4. Keep accurate records/information to ensure positive progression for participants 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 participants.

Finance

6. Maintain accurate financial records required for expenses and funder requirements.

Learning, Growth & Sustainability

7. Assist with the design and development of activities/programmes that will help meet participant needs.
8. Demonstrate a person centred approach at all times with participants.
9. Ensure that the programme is portrayed in a positive light within the public domain and access marketing support from Marketing & Communications Executive.

Internal Processes

10. Ensure the accurate maintenance of appropriate records, participant files and documentation in line with organisation, funder and data protection guidelines.
11. Collate and present information as needed by your line manager.
12. Ensure notification to Senior Management of any untoward incident/accident involving either staff or participants.
13. Participate in bi-monthly support and supervision meetings with your line manager, including interim and annual appraisals to ensure that agreed targets for work performance are in place and are met.



Health and Safety

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

Equal Opportunities

15. Understand and promote Equality of opportunity.

Other

16. To keep pace with developments within the community and voluntary sector in relation to employment and assist partners in ensuring we have in place appropriate actions to maintain Quality Standards.
17. Undertake any training as deemed necessary 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. Ability to be flexible and adaptable - hours are flexible and may involve evening and weekend work as required.
2. At least one year's experience working with people with learning difficulties.
3. Level 2 qualification in Maths and English Language.
4. Level 2 Award in Food Safety in Catering.
5. At least one year's experience working in a catering environment.
6. Ability to demonstrate strong administrative skills with experience of good record keeping.
7. IT skills including Word, Excel, Outlook and Social Media use.
8. A can-do attitude.
9. Knowledge and understanding of the needs of disabled people and a commitment to their equal rights.

DESIRABLE CRITERIA

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.