**Title:** **STRIDE** **Skills Development Coach / Supervisor (Furniture restoration/Upholstery Specialism)**

(Fixed Term Contract to March 2018)

**Location:** USEL (Ulster Supported Employment Ltd)

182-188 Cambrai Street, Belfast BT13 3JH

**Responsible to:** ESF Project Manager

**Objectives:**

The STRIDE Skills Development Coach/Supervisor will be responsible for the co-ordination, supervision and skills development of USEL’s ESF STRIDE project participants within the USEL manufacturing and circular economy operation at its Head Office in Cambrai Street. They will ensure that participants develop the skills and attributes required to work within USEL’s manufacturing/circular economy operation. They will work alongside the training co-ordinator, employment services officers and employer engagement team to ensure that project participants are gaining the relevant vocational skills and qualifications required to progress them to a positive employment outcome.

**Main Responsibilities:**

1. Be responsible for the coordination, supervision, training and on the job skills development of ESF STRIDE participants within USEL’s manufacturing/circular economy operation.
2. To teach participants the vocational skills required to work within the USEL manufacturing/circular economy operation.
3. Be responsible for the on-going development of practical skills development plans for project participants
4. Contribute to action plans and progress review meetings with participants and Employment Services Officers (ESO’s)
5. Working alongside ESO’s to actively recruit for the pre-employment programme
6. Work as part of a team to provide proactive and reactive support to participants requiring additional help throughout their participation on the project
7. Liaise with project training team to ensure appropriate job specific and transferable qualifications are delivered for project participants
8. Keep up to date and accurate records of all skills development activities
9. Performing any other duties as required by the line manager and that are commensurate with the grade of the post

# Person Specification

**Essential:**

1. Experience of delivering vocational training in Furniture Restoration and/or Upholstery and/or Carpentry/Joinery
2. A level 3 qualification (or equivalent) in vocational subject area as detailed above
3. GCSE A-C in English or Maths (or equivalent level 2 in Literacy and Numeracy)
4. Excellent communication and organisational skills.
5. Computer Literate, in particular Microsoft Office packages (Excel, Word, Outlook etc.)

**Desirable:**

1. Relevant teaching qualification as outlined in Appendix 1
2. Knowledge of the needs of people with a disability or people with health conditions within an employment setting.

USEL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Employment to this post is therefore subject to an Access NI Enhanced Check.

**Terms & Conditions:**

Salary:£25,694

Holidays: 27 days Annual Leave and 10 days Statutory Leave

Hours of Work: Monday to Thursday 8.00 a.m. – 4.00 p.m. and

Friday 8.00 –13.00 p.m.

Pension: Auto Enrolment Pension Scheme

Travel Expenses:Business travel is reimbursed at a rate of 45p per mile