

JOB DESCRIPTION

Job Title:	Skills Coach (Employability)
Responsible to:	Managing Director
Salary:	£13.50 per hour
Hours of work:	20 Hours Per Week (3 days per week) term time only
Location:	Learn2 Cornwall, Great Bosulow, Penzance
Contract:	Fixed term to September 2023

Learn2 Cornwall's mission

'To provide education to young people with learning disabilities, and Education, Health & Care Plans, aged 16-24 to experience success achievement, confidence and lifeskills'

Job purpose:

- To work with young people with learning disabilities to identify work goals and aspirations for the future.
- To work with young people with learning disabilities to develop transferrable work related skills
- To find work placement and/or opportunities for young people with learning disabilities that could lead to employment/long term volunteering.
- To help young people with learning disabilities maintain sustainable work experience /volunteer placements.
- To provide support for employers that enables them to offer work/volunteering opportunities.

Main duties and responsibilities

Pre-Placement

- Undertake vocational profiling and assessment
- Create and maintain Individual Learner Plans to track progress.
- Source potential employers, identifying possible placements per student through cold-calling, visits, liaising with local businesses.
- Help students prepare for interviews (including accompanying them)
- Support students to develop CVs where appropriate
- Source and gather relevant documentation for work placement/volunteering
- Help students with travel arrangements for work placement/volunteering
- Accompany students on visits to workplaces prior to starting a job

Workplace support

- Job carving - tailoring a job so it is suitable for a particular worker and their skills.
- Undertake regular workplace visits
- Observe students in work environment
- Produce visual or written aids and reminders (e.g. step-by-step task list)
- Negotiate an increase in responsibilities or new activities
- Trouble-shoot or advocate for student when things go wrong
- Determine if a student needs to move placement and arranging for that to happen

Support for employers

- Explain a student's strengths and support needs
- Advise on reasonable adjustments
- Share successful stories of others and how it can equally be successful for employers
- Be a first point of call if issues or problems arise and negotiating solutions
- Provide information about a particular condition or impairment
- Introduce the student to his/her colleagues and offer advice on how to best support and include him/her
- Identify additional and/or more challenging tasks or roles that a student could take on
- Suggest appropriate ways to explain tasks, develop supporting accessible resources of use to the wider workforce
- Ensuring students are on task and meeting workplace standards and expectations (e.g. for time-keeping/attendance)

Towards the end of the studentship

- Negotiate opportunities for sustainable employment / volunteering with placement.
- Support students in job search and application if appropriate
- CV revisions
- Help students prepare for and accompanying them to job interviews
- Liaise with parents/PA's/Adult Social Care.
- Create a transition timeline and action plan for each student and execute this.
- Work with other staff members to contribute to student guidebook.

Other roles

- Mediate between parents and students
- Keep parents informed of progress
- Provide mentoring support
- Report on progress to Managing Director
- Provide mutual support for other skills coaches
- Identify relevant further learning opportunities

This job description outlines your main tasks and responsibilities but you may be asked to undertake further duties when necessary

Signed:

Dated:

PERSON SPECIFICATION – Skills Coach (Employability)

		Essential	Desirable
Qualifications	Level 3 or above appropriate qualification (for Example Learning Support, Youth Work or Job Coach specific)		✓
	IAG level 2 or above		✓
	English and Maths at level 2 or above	✓	
Experience	Able to drive own transport between sites (business insurance required)	✓	
	Experience of delivering outcome focused job related programs		✓
	Previous experience of delivering vocational qualifications such as NVQs or Apprenticeships		✓
	Experience of mentoring/supporting young people in an educational or work context	✓	
	Experience of generating work experience/volunteering/Studentship placements		✓
	Experience of employer engagement		✓
Knowledge	Strong knowledge of working with LDD learners	✓	
	Good knowledge of progression opportunities for LDD learners		✓
	Sound knowledge and understanding of Safeguarding and Prevent	✓	
Interpersonal Skills	Able to build effective relationships with young people	✓	
	Ability to foster good relationships with employers, parents and carers	✓	
	Excellent communication skills and the ability to work as part of a team	✓	
	Assertive with the ability to always work for the best interest of the young person and their right to work.	✓	
	Strong negotiation skills – able to achieve win/win outcomes for young people and for employers.	✓	
Technical Skills	Strong IT skills in order to track outcomes and to communicate effectively	✓	
	Ability to store and transfer sensitive data in line with the Data Protection Legislation and Learn2 Cornwall's policies and processes	✓	
Qualities	A positive outlook	✓	
	Reliable and consistent in delivery and approach	✓	
	Approachable – learners and employers need to feel they can access support	✓	
	Can do approach and a commitment to the program	✓	
	Enterprising – able to anticipate need and to see opportunities for development	✓	
	Persuasive – able to 'sell' the benefits of employing LDD learners	✓	
	Motivational – able to encourage and motivate others including exercising a 'realistic' approach when necessary	✓	

	Adaptable – able to use own initiative and multi-task in order to make things work for participants.	✓	
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