



Job title	EMPLOYMENT COACH
Hours	37 per week
Salary	£20,000-24,000
Location	Witton Lodge Community Association
Accountable to	Employment and Skills Development Manager
Post term	Fixed Term (2 Years)

Working relationships

Internal	External
Board members	Voluntary and Community Organisations
Senior managers	Service providers / Strategic partners
Co-workers, staff, volunteers	Funders and commissioners
	Professional advisers and services

1. JOB DESCRIPTION

Job Purpose

With a proactive work-first approach, you will support NEET and unemployed young people (15-29) into work.

Results focussed, you will use a mix of holistic support, challenge and mentoring techniques to ensure young people progress into positive destinations - keeping a focus on achieving sustainable employment at all times.

Key tasks and responsibilities

- Managing an active caseload and delivering an intensive employment focussed offer - building on the skills, experience and energy of young people to support them into sustainable employment.
- Motivating young people and keeping them engaged by tailoring activities, addressing barriers and offering a range of employability focussed services.
- Sourcing and delivering employment enhancing services, such as, job-search, interview skills, work experience and post-employment support.
- Liaising with employers, securing vacancies and matching young people to suitable employment and progression opportunities.
- Working with internal colleagues and external stakeholders to address barriers preventing young people from securing work
- Achieving agreed individual and team targets in relation to engagements, attendance, progression, job-starts and retention; and reporting these to a range of stakeholders.
- Undertaking outreach and recruiting young people onto employability and skills development programmes
- Sharing learning and good practice to support continuous improvement.

2. PERSON SPECIFICATION

Skills, Experience and Qualifications

Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • IAG Level 3/ 4 	<p>Mentoring and coaching Level 3</p>
<p>Experience and knowledge</p> <ul style="list-style-type: none"> • Significant experience of successfully supporting NEET or unemployed clients into work • Experience of sourcing vacancies and matching these to clients • Undertaking outreach and recruiting clients onto employability programmes. • Good knowledge and experience of addressing the wider barriers that prevent young people from entering the world of work. • Experience in supporting on a one-to-one basis as well as delivering group employability sessions. • Managing caseloads, delivering results and reporting on achievement of targets to internal and external stakeholders • A sound knowledge of agencies that support people into employment or offer services that address barriers preventing people from entering the labour market 	
<p>Skills</p> <ul style="list-style-type: none"> • Positive, enthusiastic approach to problem solving with a “can do” attitude. • Demonstrable ability to appropriately apply mentoring and coaching techniques within a solution led approach • Compassionate, empathetic with the ability to develop relationships and put people at ease. • Team-working skills; able to work in a flexible, collaborative and supportive manner. • Excellent organisation and planning skills • Presenting complex information in a simple way to a wide range of audiences. • Good IT skills, including word processing, spreadsheets, email, web research and presentations. 	

<p>Others requirements Appropriate DBS checks will be required for each Intervention worker</p>	
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3. STATEMENT

As a Community Association, WLCA exists to work with and for its communities in Perry Common. Community and accountability are important to us and our work reflects these values. We believe that through our professionalism, dealing with people transparently, honestly, fairly, respectfully and with good humour, we will demonstrate an inclusive approach and excellent service to everyone we work with.

The job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes to and developments in business requirements.

A 6 month probationary period applies to all WLCA appointments, which may be extended at the discretion of the Association. WLCA has a governance framework that includes Financial Standing Orders and Delegated Authorities. If you have budgetary or financial responsibility you are required to follow this framework.

The information being handled by employees of WLCA is considered confidential to the Association. Failure to respect the confidential nature of this information will be regarded as a serious misconduct and will result in action under the Disciplinary Policy including possible dismissal. In the case of computerised information, this could result in prosecution for an offence or action for civil damages under the Data Protection Act 1998.

Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, clients and visitors.

The Association is committed to Equal Opportunities in employment and access to services. It is our aim to ensure that no applicant or employee receives less favourable treatment on grounds of gender, disability, religion, race, colour, sexual orientation, nationality or ethnicity. WLCA is responsible under equality and diversity legislation to ensure equality issues are promoted and you are expected to work with WLCA to fulfil these obligations and policies.

Employee Signature:	Date:
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Line Manager Signature:	Date:
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