

Job Description

Job Title:	Job Coach – The Change Project
Reports to:	Team Leader - Enable and Succeed - The Change Project
Grade Band:	E
Location:	As contract of employment

Purpose

To deliver the enable and succeed aspect of the GLA UKSPF funded The Change Project across the West London Boroughs of Barnet, Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow London.

Main Duties and Responsibilities

This is a general description. The emphasis on duties may vary depending on the work location training, experience and support.

1. Provides individualised support for interns at the host business worksite placement or competitive job which includes: job coaching, identifying job placements, assistive technology, etc.
2. Attends host business induction to ensure participant understanding and learning
3. Communicates with parents on a regular basis
4. Visits participants in the workplace
5. Liaise with Job Brokers to maintain effective relationship with host employer
6. Liaise with Changemakers re progress of participants
7. Perform specific job analysis, task analysis, and job matching activities.
8. Carries out steps of job coaching plan with students and other parties as appropriate.
9. Train students in the areas of grooming, hygiene, communication, interviewing, and behaviour as they relate to successful employment.
10. Provides travel training to job site if necessary.
11. Ensure young people follow the standards and expectations of the host business
12. Recognises and acts on the legal responsibilities concerning the safety and welfare of the students.
13. To work as a member of a team to ensure the welfare of all participants
14. To ensure a clear understanding of the nature of each participants learning difficulties and or social/emotional needs and take steps to address these needs

15. To use and utilise a variety of support methods and resources appropriate to the needs of the participants
16. Be prepared to undertake a training programme such as first aid if appropriate

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

Person Specification Job Title: Job Coach – The Change Project (E=Essential D=Desirable)
SKILLS AND CORE COMPETENCIES
Technical competency (qualifications and training) One of the following qualifications (E) <ul style="list-style-type: none">• L4 in Guidance or Advice and Guidance*• L4 Employability qualification• L4 equivalent qualification relating to working with young people and supporting them to progress (life coach, mentor, Youth worker etc) And: <ul style="list-style-type: none">• Prepared to undertake and meets the requirements for any additional qualifications
Experience of (all [E] unless indicated) <ul style="list-style-type: none">• Experience of developing effective relationships with a range of stakeholders including young people, employers, and members of the Spark Change team• Experience, understanding and empathy with the lives of young people• Proven track of delivering successful payment by results programmes• Experience of working with teams to set and maintain a positive culture.
Skills and Attributes (all [E] unless indicated) <ul style="list-style-type: none">• Ability to use ICT (minimum requirement is an ability to use word and powerpoint)• Able to work flexibly including some evenings and Saturdays• Demonstrate an understanding of the barriers facing people from vulnerable groups and a commitment to actively promoting and helping young people to progress (D)• Well organised and able to manage own workload.• Strong planning, and organisational skills• Commitment to blended delivery

Personal qualities, communicating and relating to others (all [E] unless indicated)

- Ability to work under pressure and meet contract KPIs
- Communicates well with individuals and groups using a variety of media (D)
- Demonstrate an understanding and active commitment to equality and diversity
- Commitment to continuous professional development
- Ability to engage with young people and work collaboratively with them to design effective job coaching
- Commitment to a strength rather than a deficit-based model
- Proven ability to work with key stakeholders to ensure high performing, smooth running projects that complement and add value to existing provision
- Ability to build effective relationships with colleagues and external partners to create effective provision
- Personal and professional demeanour which generates credibility and confidence with clients, managers, staff, external partners and all other stakeholders.

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an enhanced level (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)