**JOB DESCRIPTION**

**Job Title Employability Job Coach**

**Date of issue: November 2021**

**Salary: £23,500 - £25,000**

**Project Area**

**Building Better Opportunities (BBO)**

BBO supports people with a learning disability or autism, living in Milton Keynes or Aylesbury who are currently unemployed, economically inactive, not in education, employment or training (NEET), to find work.

We want people with a learning disability or autism to be valued and respected in the workplace. This is achieved by giving the individual and the employer realistic, ongoing support mechanisms within the workplace.

**Talkback Employability**

Talkback’s Employability solutions are based on 20 years’ experience of enabling people with a learning disability or autism to develop and use their skills that will enhance their quality of life. This is achieved through group facilitation through our Job Clubs and one to one engagement, which builds self-confidence and self-esteem.

Our dedicated team enable job seekers to obtain work tasters with an employer of their choice, with the aim of securing paid employment.

**Job Purpose**

To provide appropriate advice, guidance, and support to people with a learning disability or autism who are working towards paid employment. Working in partnership with employers and other providers county wide to provide opportunities for participants across both programmes.

To develop, plan and implement job clubs for both programmes across the county, including partnership working with the Bucks College Group.

To actively co-ordinate a training programme across both projects, which will enable staff to become skilled employability job coaches in meeting future business needs.

**Reporting Lines and Key Relationships**

Reports to: - Head of Business Development & Partnerships

**Key Responsibilities and Accountabilities**

The main responsibilities are:

**Technical Knowledge**

* To provide appropriate advice, assistance, and support to people with a learning disability or autism who are working towards paid employment
* To plan and deliver, in consultation with Head of Business Development & Partnerships, a comprehensive, supportive, and creative range of employment opportunities to meet their aspirations
* To regularly liaise with employers and employer organisations, to negotiate appropriate employment support packages and opportunities
* To promote and encourage independent living and lifelong learning
* To identify areas of potential difficulty and work with employees and employers to prevent job loss wherever possible or to support individuals through the termination of employment, where this is agreed to be the only solution
* To liaise with DWP personnel to ensure individuals are not financially disadvantaged in seeking paid employment
* To support people with a learning disability or autism in a person-centred way to enable them to achieve their employment, educational, vocational, and social learning aims
* To work with people on a 1:1 basis or in a small group e.g. facilitate Job Clubs within different locations, enabling participants to get a step closer to work
* To operate a flexible and creative approach in supporting people with a learning disability or autism, their families, and other associated stakeholders, including Building Better Opportunities (BBO), in achieving positive outcomes
* Follow a Positive Behavioural Support approach to all aspects of support for people with a learning disability or autism
* To produce and maintain both written and electronic records and reports, for both internal and external use in evidencing learning and progression
* Be the first point of contact for potential referrals through a variety of agencies and partners and allocate and liaise with accordingly in a timely manner
* To support the Head of Business Development & Partnerships in monitoring and evaluating both projects; ensuring they are well managed and meet Talkback standards
* To attend and participate in meetings with people with a learning disability or autism, families, employers and range of agencies and other professionals involved in the BBO and Employability programmes
* Keep up to date with relevant legislation, information, and social trends, both nationally and locally, that could affect the programmes
* Be an active member of the Talkback team of staff, volunteers and people with a learning disability or autism
* Ensure the observance of strict confidentiality by all people associated with Talkback
* Follow Talkback's policies and procedures and actively promote them to all staff and volunteers
* Responsible for developing a training programme across both projects, which will enable staff to become skilled employability job coaches in meeting future business needs
* Support the Head of Business Development & Partnerships in networking and marketing by attending Workability Forums, Employers Webinars and Job Fairs across the county.

**Behavioural Expectations**

* Adopt a person centre approach on both the BBO and Employability programmes when supporting people with a learning disability or autism
* Have the skills and experience to work alone and also to function well as part of a team
* Undergo relevant and ongoing training relating to the post
* Participate in regular support and supervision and Performance Development reviews

**Personal Attributes**

**•** Able to demonstrate an understanding of and have a commitment to the principles of self-advocacy

• An unwavering belief in inclusion and commitment to Talkback’s vision and mission

• Sound values base and knowledge of people with a learning disability or autism

• An ability to facilitate group work, (Job Clubs) in a variety of different settings

• Ability to work in partnership with employers and other agencies

• An ability to communicate simply, naturally, and diplomatically to a wide range of people in a variety of situations

• Enthusiasm, flexibility, and commitment to developing self and others

• Have a talent and interest in helping people and services to change so people with learning disabilities and autism get the lives they want

• Experience of managing challenging behaviour

• Ability to make responsible decisions especially under pressure or in unfamiliar situations.

• Ability to time-manage when working on several different projects at once and to prioritise workloads for yourself and others, often under pressure

• Ability to manage your own time, admin, appointments, planning, personal organisation, and practical arrangements

• Adaptable and able to work as part of a team and independently

• Ability to give and receive feedback constructively and fully participate in support and supervision

• Well-developed IT skills and ability to produce reports and manage your diary and email communication

• Can travel across the county (occasionally further afield) as the job requires

• Able to work flexible and occasional unsocial hours as the job requires

• Full UK driving licence and use of car as you will be expected to drive between locations on a regular basis and on occasions at short notice

**•** Eligible to work in the UK

**•** Satisfactory DBS check.

**Qualification and Training Requirements**

• Qualification and/or training specific to Supported Employment.

• Hold a PTLLS (Preparing to Teach in the Lifelong Learning Sector) or equivalent qualification

• Well-read and up to date in relation to the future of social and health care services

• Proven ability to recognise own issues and distinguish these from issues raised by people with a learning disability or autism

• Experience of coordinating activities for people with a learning disability or autism

• Experience of working with people with dementia - desirable

• Experience of working in a drama or musical workshop environment - desirable

• Experience of working with older people with a learning disability or autism - desirable

• Two years’ experience of working in a Supported Employment setting

This job description is intended to be an indication of the scope of the role, over time the role will evolve with changing requirement and technical advances. In addition to these functions, employees are required to carry out such other duties as may reasonably be required.

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| Name of Job Holder |  |
| Signed by Job Holder |  |
| Date |  |

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| **Our Safeguarding Statement**  Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.  **Rehabilitation of Offenders Act**  This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provision of the Act.  We are committed to carefully screening all applicants who will work with our vulnerable members including children, young people and adults with care and support needs. All applicants are expected to undertake employment checks, a Disclosure & Barring Service check and provide previous employment references.  We expect all staff to have a knowledge, understanding of and demonstrable commitment to, Safeguarding Children and Young People (Every Child Matters) and Vulnerable Adults.  All staff must be able to demonstrate the values and behaviours suitable to work with children and young people and provide demonstrable commitment to Equality & Diversity, Child Protection, Safeguarding and Prevent. They must show a desire to challenge inequality, promote diversity and adhere to Talkback’s Policies and Procedures.  Carry out all duties with an awareness & understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies & procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate. |