



JOB COACH

Job Description

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| Service: | <i>Finance & Enterprise</i> |
| Job Title: | <i>Job Coach</i> |
| Reports To: | <i>Work Based Learning Manager</i> |
| Location: | <i>Working across West Somerset and Young Somerset sites</i> |
| Main Purpose of Post: | |
| <ul style="list-style-type: none"> • Establishing strong relationships with young people, education and employment providers, local businesses and other key stakeholders to support the day to day elements of the supported internship programme • Directly engaging with individuals and groups of young people (aged 16-25), to promote and support their engagement in positive vocational activities and development opportunities. • Communicate with young people on supported employment programmes to understand their goals and ambitions and develop effective job coaching and employment plans • Supporting young people on work experience placements; providing mentoring, job coaching and life skills training to support them to achieve positive outcomes. • Acting as a Job Coach for those young people on the Supported Internship and other Young Somerset work-based learning programmes. | |
| Main Responsibilities and Duties: | |
| <p>Job Coach</p> <ul style="list-style-type: none"> • Assess young people on work-based learning programmes to provide appropriate levels of support to increase their independence in the workplace. • Support with a young person on their work placement to ensure they are meeting the needs of the employer and developing necessarily employment skills to prepare them for the future. • Complete visits and observe learners in the workplace. This will require travel across the county, predominantly in the West Somerset area to visit interns and the employers. • Provide individualised job coaching to support the young person in developing the necessary skills required to achieve employment • Provide support in job seeking, application procedures, resume writing, interview preparation and job retention skills • Monitor and evaluate progress of young people on work-based learning programmes and keep records to prepare appropriate reports • Responsible for ensuring all young people on work-based learning programmes comply with standards including, Health and Safety, record keeping, risk assessments, sickness reporting etc • Ensure young people are provided with appropriate support to access all systems and resources required to complete tasks relating to the business needs. | |

- Maintain high standard of customer service.
- Ensure regular reviews of young people are undertaken and recorded appropriately
- Carrying out risk assessments and resolve any health and safety issues, as directed by the Young Somerset Health and Safety Lead.
- Provide supervision and support to the young people when working within the wider organisation and within their respective work placements to ensure compliance with business needs.
- Ensure there is a confidential space to complete admin tasks such a data and reporting for the young people on the caseload.

Relationships

- To work in partnership with families and other key people in the young person's life, as well as with professionals from other organisations involved with young people such as social care, health, police, education, youth offending teams and local authorities, in order to build a strong support network.
- Building collaborative relationships with a wide range of local stakeholders and establish key employability connections.

Other

- To attend regular training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety, and local policy developments aligned to organisational need.
- Undertaken essential training for the role.
- Attend regular training and development opportunities.
- Contribute to best practice within the service.
- Reporting of safeguarding concerns, following organisational processes.

The post holder may be required to undertake additional duties commensurate with the level of this post.

Facts and Figures:

Young Somerset (YS) was established in 1997 (as Somerset Rural Youth Project) with a mission to work with young people, encouraging them to take responsibility, supporting them to overcome disadvantage, and to become actively involved in shaping the communities in which they live.

Our vision is a Somerset where young people feel a sense of belonging, a desire to contribute to their communities and have a future that is not limited by poor access to opportunities and services. This is delivered through three strands of work: Targeted Youth Work, Alternative Education Provision and Enterprise; and Mental Health Support.

During the past year, Young Somerset's LICBT services (Community Wellbeing and Educational Mental Health Support) received more than 1800 requests for support, predominantly from young people aged 11-17. Our Jigsaw Project, which supports young people who have had a recent hospital admission for their mental health difficulties or low emotional wellbeing, delivers in the region of 600 contacts a year and is aimed at reducing readmission to hospital using a youth-work strengths-focused approach. Our Targeted Youth Service provides targeted youth work activities and interventions to approximately 500 young people a year, a percentage of which are referrals from Special Schools, Pupil Referral Units, the Police or social services.

Young Somerset deals with in excess of 200 safeguarding concerns a year, which is growing as the organisation expands and diversifies.

Young Somerset employs 100+ members of staff and several volunteers; over half of which work in direct support of high need young people and/or those with mild to moderate mental health needs.

The postholder will be expected to operate largely under own initiative, but supported by colleagues in the Business and Innovation Service, who provide central support services to the wider organisation and are based at both Bold and Brave and the cafe on a rota basis. It is expected that the Café will be used by a wide range of partner organisation and other staff in Young Somerset to run activities for young people.

The postholder will be based in Taunton but the job will require county wide travel. They may also be required to travel to Young Somerset premises to attend meetings or training. They may also be required to provide support at other Young Somerset enterprise venues, and to support other organisational events as appropriate.

Additional Information

The postholder must be able to demonstrate commitment and enthusiasm towards Young Somerset's four core values: Putting Young People First, Inspiring, Collaborating, Going Further.

The post holder will be required to travel across West Somerset to ensure visits can take place with young people at their work placements.

An Enhanced DBS clearance is required as post holder will be working in close proximity to children. This post is exempt from the Rehabilitation of Offenders Acts.

The post holder will be required to maintain a suitable, confidential space to work from home.

The salary is £28,444 Fte

This role is term time only.

The postholder will be required to work a shift pattern which might include the occasional evenings and weekends.

Qualifications

Essential

- 5 grade C GCSEs or above (or equivalent), including English and Maths
- Clean driving license and own transport

Desirable

- BASEs Supported Employment Technique Training
- JNC Level 3 (or equiv) in Youth & Community work or other relevant areas.
- Other qualifications relevant to youth work, mentoring, job coaching or careers advising.
- Qualifications relevant to supporting young people with specialist or additional needs
- Level 3 teaching or training qualification e.g. PTLs
- Current First Aid certification

Experience

Essential

- Working face to face with children and young people
- Experience of working with at risk and/or vulnerable young people e.g. SEND, NEETs
- Skills and competency in an area of specialist vocational knowledge
Multi-agency / partnership engagement aimed at identifying and meeting young people's needs
- Delivering advice & information services to young people
- Work both as part of a team and self-directed
- Supporting and / or mentoring young people
- Use of business ICT and systems
- Engaging with a wide range of agencies and stakeholders

Desirable

- Working with young people with mild to moderate mental health issues, social anxiety or isolation
- Management of staff
- Marketing products or event management
- Managing and maintaining strong stakeholder relationships