# Job Description: Work Coach

Reports to: Volunteering and Employability Manager

Salary: SP4/5 £25,081 – 27,453 per annum

plus generous benefits package and mileage for within work travel

Hours: 37 hrs/week

Based at: The role is predominantly field and flexibly based, with travel to each of our four Day Centres (Hubs).

**The Role**

Generously funded by the Henry Smith Charity, Journey Enterprise’s Work Coaches will support adults with learning disability in to employment, self-employment and volunteering. Through skills development, training, volunteering and work experience placements we aim to enable Clients to achieve real work outcomes. The role will involve frequent travel across our area of operations and to each of our four Hubs.

**Principal Duties**

The post holder(s) will:

* Liaise with Local Authority’s Transitions & Learning Disability teams to identify

Clients in receipt of Day Services for the Working Journey’s Programme;

* Link to Health & Social Care teams and students to promote *Working Journeys;*
* Work collaboratively with Job Centre Plus, the National Careers Services, Schools./Colleges and local employers to access suitable work-experience and employment opportunities;
* Work collaboratively with Voluntary Sector, Local Authority and NHS Partners to secure transition from day-care to volunteering & work placements;
* Advise on work placements and employment opportunities;
* Prepare Clients through job search, application and interview stages;
* Provide mentoring & support for Clients who are volunteering;
* Provide in-work facilitation for Clients who have progressed to employment;
* Provide information and guidance on DWP’s in-work benefits and services to support Clients and hosting employers (e.g. Universal Credit, Access to Work, Disability Confident);
* Provide pre-employment & retention support for hosting employers.

**Person Specification Qualifications & Training**

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| --- | --- |
| Career experience or qualification in a relevant discipline (Advice and Guidance, Information, Advice & Guidance, Social Care, Teaching(secondary or FE) | Essential |
| English and Maths Level 4+/5 | Essential |
| Disability-specialist training e.g. positive behaviour support, person-centred practice, autism awareness, Makaton, BSL | Desirable |
| Recent Safeguarding Adults training | Desirable |

**Experience and Skills**

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| --- | --- |
| Experience supporting vulnerable adults in to employment, volunteering and/or self-employment | Essential |
| Experience working with partnerships within the community e.g. Voluntary Sector, Education, Employers, Job Centre Plus | Essential |
| Working with people with learning disability and/or complex needs | Desirable |
| Current UK driving licence and access to transportation for the role (orAccess to Work ‘within work’ transport package) | Essential |
| Confident IT skills i.e. Windows, Microsoft 365 (email, Word, Publisher, Powerpoint, Excel, Yammer, Teams) and Adobe, web Chat Forums, Video Conference Calling (Facetime, Zoom and MS Teams), social media (Facebook and Instagram) | Essential |

# Terms and Conditions

Contracts are offered on a permanent basis.

Employees are provided with 36 days leave/annum pro rata, a contributory pension scheme, a healthcare package, holiday buy-back scheme, Cycle2Work Scheme and a Journey promotional items welcome pack. Staff are also offered discounted lunches and free refreshments.

The Charity operates between 08.30 – 16.30 from Monday – Thursdays and 08.30 –

16.00 on Fridays. All Staff who work for six hours continuously must take half an hour for lunch daily.

**Applications**

Applications should be made on Journey’s standard application form.

We do not review CVs.

Closing date: 22nd May

Interviews: 30th May at NE3 3RY

**Useful Background Reading**

For further information on Journey please go to:

[www.journeyenterprises.co.uk](http://www.journeyenterprises.co.uk)

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/514827> (review our last Trustees Annual Report & Accounts)

[Improving lives: the future of work, health and disability - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/improving-lives-the-future-of-work-health-and-disability)

