



EMPLOYABILITY JOB COACH

JOB DESCRIPTION

Location:	Belfast (Belfast Health and Social Care Trust)
Responsible to:	Employability / Partnership Coordinator
Contacts:	young people in care, carers, key partners including Trust HR Department, employers, and other employment schemes
Salary:	£26,999 per annum (NJC pt 23)
Hours:	35 hours
Holidays:	25 days per year (plus statutory holidays as appropriate)
Probationary Period:	6 months
Duration:	11 Months (post may be extend for 1 to 6 months subject to funding from Belfast Health and Social Care Trust)

JOB SUMMARY

Include Youth have secured funding from Comic Relief to fund a Job Coach who will support the successful implementation of the JobStart (LAC Pilot with Belfast Health and Social Care Trust). The post holder will be responsible for providing job coaching for NEET/ESF young people in and leaving care from the Belfast Health and Social Care Trust and ensuring delivery on individual ESF targets and requirements. Key responsibilities will involve supporting young people to prepare for, access and sustain JobStart employment opportunities, and supporting their transition beyond JobStart. The post holder may also be required to provide job coaching for JobStart participants accessing Employment outside of BHSCT.

JOB PURPOSE

To enhance the employability of young people in and leaving care with particular focus on JobStart (LAC Pilot with Belfast Health and Social Care Trust).

1. Work Closely with Senior Employability Worker / Employability Coordinator to aid the successful implementation of the JobStart (LAC Pilot with Belfast Health and Social Care Trust).



JOB PURPOSE (cont'd)

2. Provide Job Coaching for BHSCT Care Experienced young people.
 - a. On JobStart (BHSCT LAC pilot).
 - b. Securing an employment pathway beyond JobStart (BHSCT LAC pilot).
 - c. Gaining JobStart employment with arm's length bodies or private employers.
 - d. Employment or employability related activity with BHSCT and sub-contractors.
3. To have a creative approach to engaging with participants.
4. To work with participants on a one to one or group basis as appropriate.
5. Support young people to apply for JobStart and other employment opportunities.
6. To deliver employability and soft skills including confidence and motivation, CV writing, interview techniques, skill checks, digital skills, and job search.
7. To build relationships with participants and through support and advice help them address any barriers to employment.
8. Developing and implementing effective coaching strategies to help clients overcome employment-related challenges.
9. Identifying clients' strengths and advising them on how to use those strengths to secure employment or excel in their chosen career path.
10. Acquire and develop guides and manuals to assist young people perform tasks to the best of their ability.
11. Support young people to achieve their JobStart Training Plan by developing their Employability and Occupational Skills
12. Maintain accurate record keeping and assist with administration relating to Job Start.
13. To maintain regular contact with participants on their caseload to offer advice and guidance where needed.



JOB PURPOSE (cont'd)

14. To act as an appropriate role model and deliver a range of actions to motivate and empower participants and to facilitate their growth in confidence, raise aspirations and to assist in the realisation and achievement of their potential.
15. To be responsible for a caseload of participants, providing a support role and addressing their needs based upon their individual Training Plan.
16. Provide job coaching for young people who transition into other BHSCCT opportunities beyond JobStart.
17. To meet deadlines and targets as required by the needs of the programme.
18. Assist with delivering mentor training for workplace mentors who will provide natural supports for young people.
19. Advocate for young people with workplace mentors / supervisors and managers.
20. To share the learning of Job Coaching and the positive benefits for care experienced young people sharing the experiences of staff, young people, employers, and other key stakeholders
21. To support young people to identify natural supports within the workplace and their own community
22. To manage the phased reduction of Job Coaching ensuring correct support and key people are in place.



Person Specification

	Essential	Desirable
Training, Education and Knowledge	<p>Recognised 3rd level appropriate qualification in either Recruitment, Human Resources, Careers Guidance, Education/Training, Business, Youth Work or Social Work.</p> <p>Knowledge of current policies affecting socially excluded young people facing long term unemployment</p> <p>Knowledge of the world of business and how a range of organisations operate</p>	<p>Recognised qualification in Supported Employment or other qualifications relevant to the role.</p> <p>Awareness and knowledge of issues relating to socially excluded young people in the Belfast Trust Area.</p> <p>Understanding of the Looked After System</p>
Experience	<p><u>At least 1 year's relevant experience of: -</u></p> <p>Directly supporting or mentoring young people who face barriers to employment, education and training opportunities.</p> <p>Self-management and project co-ordination including regular monitoring and reporting</p> <p>Experience of working to meet the education/training/employment needs of young people aged 16+</p> <p>Experience of a range of approaches of working with young people</p>	<p>1 years' experience of working in a job coaching capacity.</p> <p>Experience in designing and delivering training</p> <p>Establishing and maintaining multi-agency working</p> <p>Experience of networking with key stakeholders to promote a product or service</p>

include YOUTH

	Essential	Desirable
Behavioural skills & Competencies	<p>Results focused, target driven and self-motivated</p> <p>Excellent written and oral communication skills including oral presentation skills</p> <p>Ability to effectively network and build strong relationships</p> <p>Excellent negotiation and diplomacy skills required to enact change</p> <p>Computer literate</p> <p>Ability to effectively manage own time</p> <p>Commitment to children's rights</p>	<p>Commitment to Include Youth's values and principals</p> <p>Ability to scan, digest and re-present information in a user-friendly format to young people</p> <p>Ability to strongly advocate and influence on issues related to children and young people who are, or have been, in care</p>
Special Circumstances	<p>Must hold a current driving license and have access to a vehicle. This criterion may be waived if a disability prohibits driving. In this case, please demonstrate how you would meet the mobility requirements of this post.</p>	<p>Able to work outside normal office hours when required</p>



CONDITIONS OF SERVICE

Travel Expenses

Responsibility is on the employee to ensure that when using the car in the course of business, that proper insurance cover is acquired, and that the car is maintained in a roadworthy condition. A mileage allowance will be payable by Include Youth towards expenses.

Vetting

The successful applicant will be asked to declare all pending prosecutions, convictions, cautions and bind-over orders and their name will be submitted to Access NI for a check to be carried out

Pension

Include Youth operates a group personal pension scheme.

TOIL:

There is no entitlement to overtime payment to reflect the requirements of the post. However, you are entitled to receive time off in lieu for hours worked in excess of your normal working week.

Equal Opportunities Policy

Include Youth is an equal opportunity employer. The aim of its policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of nationality, race, ethnic origin, gender, marital status, sexual orientation, disability, religious belief, or political opinion, nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job.

It is the responsibility of all staff to ensure a harmonious working environment in which the dignity of all employees and services users is respected.