

Job Details	December 2020
Job Title	Job Coach
Department	Skills
Reporting to	Skills Manager
No. Reports	None
Location	Wales
Hours of Work	8.30am – 4:30pm The standard hours will be 37.5 per week but the nature of the role will, on occasions, require working in excess of these hours to ensure core objectives are achieved. This may include evening and weekend work.
Salary	£21,000.00 - £25,000.00 per annum

Purpose of Job / Company Values

As a Job Coach, you will contribute to Educ8's strategic Business Plan and objectives through the Welsh Government's '*Aligning the Apprenticeship model to the needs of the Welsh economy*', '*Inclusive Apprenticeships: Disability Action plan*' and Additional Learning Needs (ALN) Transformation Programme.

A Job Coach will support disabled learners into employment and onto an apprenticeship through continued intervention and support through all necessary agencies and throughout their apprenticeship.

A Job Coach will support the marketing and communication strategy to increase numbers of those with a disability accessing apprenticeships through:

- Broadening relationships with likeminded Disability Confident Employers
- Utilising other Welsh Government initiatives to broaden opportunities
- Further developing relationships with Careers Wales and Job Centre Plus colleagues to offer job match opportunities
- Further engaging other local education establishments including schools, FE institutes and Adult Community Learning to promote Educ8's Activ8 programme, specifically designed to engage and progress learners into Apprenticeships

Key Responsibilities / Accountabilities

- Specialist Vocational Profiling, to assess the disabled person's abilities, learning style, needs and the interventions of support and training they require, to enable job matching to opportunities, upskilling and task training for or within employment and other work related factors, such as independent travel and social skills.
- Interpreting tasks and responsibilities within a job and tailoring the job, its structure, plus the training at a worksite to meet the individual needs of a jobseeker, taking account of risk, health and safety, specialist or additional equipment, appropriate communication and timescale to independence.
- Providing one to one tailored training to the individual, via systematic instruction, evaluating progress, to enable independence and meet employer standards.
- Provide levels of tailored interventions on a one to one basis to enable social integration within a workplace with co-colleagues.
- Liaison with work colleagues to develop their understanding of the needs of their new colleague, to enable and sustain social and work integration.
- Co-ordinate work essential interventions to enable travel to work, including one to one training for public transport use, plus provide advocacy in relation to third party

requirements and review other holistic factors, to aid the sustainability of employment and work development.

- Support the individual on a one to one basis to achieve particular employer accreditation requirements. This may be in relation to interpretation of information, pace of training or simplifying industry terminology.
- Liaise with employers regarding work tasks, skill and pace, negotiating workplace adjustments and interventions, as and when necessary. Supporting the employer to appropriately identify workplace adjustments and their implementation, to resolve barriers to learning and employment.
- Advocate on a person's behalf in relation to the financial transition from welfare benefits to paid employment, including undertaking Better Off in Work Calculations, liaising with statutory bodies, including housing.
- Co-ordinate all work related needs on a holistic basis, including Access to Work applications, supported interviews, workplace clothing, working hours, working environment.
- Continue the review of sustained employment, including re-entry to the workplace for new work tasks or systems, development opportunities or other work-related factors.
- Ensure staff have the skills to identify and support learners with disclosed or non-disclosed disabilities.
- Ensure resources are accessible to all and marketing materials are representative of all areas of society.

Personal Qualities

- Have good communication skills, able to adapt communication to suit different levels within the business.
- Be highly organised and able to create and manage a caseload.
- Able to apply strict guidelines and processes for staff to follow.
- Ability to analyse data and write reports for a variety of levels within the organisation.
- Highly professional and motivated with high levels of commitment and confidentiality.
- Self-motivated, with the ability to work proactively using own initiative.
- Passionate about education, learning and development.
- Ability to prioritise work and manage competing demands.
- Ability to work independently and as part of a team.

Essential Criteria

- Experience in working with people who have a physical and/or learning disabilities.
- Experience of communicating with Awarding Organisations and synthesising information.
- Full, clean driving licence and use of a vehicle.

Desirable Criteria

- Experience in a Work Based Learning environment with good understanding of Apprenticeship requirements.
- Holds the Certificate in Supported Employment.
- Ability to speak Welsh desirable.

Key Technologies

Outlook, SharePoint, OneDrive, Edge, E-learning Portfolio, Learner Moodle.
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Key Relationships	
Internal	Directors, Skills, Operation and Programme Managers. Trainer Coaches, ESQ Tutors, finance team, Quality Team and Administration Team.
External	Learners, Employers, Awarding Organisations and external stakeholders within this arena.