



Aberdeen Foyer - Job Profile

Job Title:	Development Coach (Employability & Learning)
Salary:	£21,481 - £22,885 per annum (depending on qualifications and experience)
Responsible To:	Head of Service/Service Manager/Team Leader
Responsible For:	Skills Coaches, Students, Volunteers as required
Hours Per Week:	36.25hrs
Location:	Aberdeen
Job Purpose:	to deliver structured learning & employability programmes to enable clients to become healthy, socially and economically independent

Main Accountabilities

- To proactively promote Foyer services to engage clients highlighting the services Aberdeen Foyer provide in; access to education for clients, training and support; running activities to enable progression towards and into employment.
- Awareness of potential barriers faced by client group and how to support in overcoming
- To ensure the service is delivered to a high quality and standard.
- To collaborate with colleagues across the Foyer's various services, taking a holistic approach to support and change the lives of clients
- To provide a person centred and solution focussed approach to service delivery through building on client strengths and enable them to progress into education and/or employment.
- To work collaboratively with other key stakeholders in Aberdeen City & Aberdeenshire to proactively promote and deliver our employability and learning service.
- Participate fully in all relevant staff team and other identified meetings.
- To help negotiate for the resources and funding required to assist in achieving successful outcomes for our work with clients.
- Contribute to the "impact" recording of the service through data collection from surveys and programme reviews with clients which may influence policy locally and nationally
- Seek out external support services where necessary that can further support any additional barriers clients may have.
- Provide budgeting and administrative information in accordance with Aberdeen Foyer Policy and contractual obligations.
- To carry out other duties as may be required from time to time that are broadly consistent with but are not included in this job description.

Key Responsibilities

- To undertake asset-based employability assessment with clients as well as ensure eligibility for the provision to determine the necessary support, education and development opportunities.
- To motivate, encourage and inspire clients, enabling them to improve their confidence and self-awareness, whilst also supporting any additional barriers for clients that may have Mental Health needs, Additional Educational needs, Criminal convictions, be in Recovery, at Risk of Homelessness and/or in need of financial advisement.
- Ensure that quality time is made available to each client to continuously monitor and review progress towards identified goals ensuring they remain relevant, realistic and achievable.
- Enable clients to recognise and articulate their ambitions in relation to future employment and develop a strategy to achieve this through personal action plans, signposting to relevant education, training and work experience at appropriate stages on the 'employability pipeline'.
- Support clients to engage with relevant staff from Department of Work and Pensions (DWP)/Job Centre Plus (JCP)+ with regards to welfare benefits.
- Provide information, advice and support which enables clients to access employment, training and education opportunities, e.g. supporting clients to participate in accredited learning.
- Actively engage with employers to seek their support in providing work placement opportunities, work trials and job opportunities for clients.
- Provide 'in work' support to enable clients to sustain employment through Weekly communication (video call, phone call, e-mail and/or face to face check in)

Person Specification

		Standard E or D*	Assessed via A or I*
<u>Experience</u>			
1.1	Proven track record of success in supporting people who need employability, health, core skill and training support and moving them towards employment, training or education.	D	A/I
1.2	Experience of working in a specialist area e.g. employability, training, education, careers, substance misuse, health and social care.	D	A/I
1.3	Experience of working in a multi-agency setting.	D	A/I
1.4	Experience of working in partnership with a network of agencies.	D	A/I

1.5	Experience of asset-based planning and review.	E	A/I
<u>Skills and Abilities</u>			
2.1	Ability to listen to and communicate well with people who may be challenging but require support towards education, training and employment.	E	A/I
2.2	Ability to positively engage people with appropriate opportunities which will enable them to achieve their goals and access education, training and employment.	E	I
2.3	Skills to motivate and enable person centred planning and review.	E	A/I
2.4	Ability to support delivery of Employability Skills, Core Skills and Training.	D	A/I
2.5	Ability to take responsibility within own remit.	E	A/I
2.6	Competent level of IT skills, including but not limited to Microsoft Office package.	E	A/I
2.7	Good partnership working skills.	E	A/I
<u>Knowledge</u>			
3.1	Understanding of the ways that people can recognise and achieve their ambitions through seeking and developing their skills and talents.	E	A/I
3.2	Understanding of local education, training and employment opportunities.	E	A/I
3.3	Understand the skills required to successfully motivate clients to engage with education, training and employment.	E	A/I
3.4	Understand the benefits of wellbeing and how this impact on the journey towards employment, education and training.	E	A/I
3.5	Understanding and knowledge of current employment climate and training required for clients to enter that sector of work.	E	A/I
3.6	Awareness of activities which promote positive Social Interaction, Build Confidence and develop Core Skills for education, training and employment.	E	A/I
3.7	Understand the local service provision and agencies that can support this provision which may support the achievement of people's hopes and ambitions.	E	A/I
<u>Commitment</u>			
4.1	Commitment to the aims and ethos of Aberdeen Foyer.	E	I
4.2	Commitment to person centred working practices.	E	A/I

4.3	Commitment to seek out the best approach to support clients into education, training and employment whilst allowing flexibility to work with client additional barriers.	E	
<u>Qualifications</u>			
5.1	SVQ Level 3 or equivalent in a relevant field or significant work experience in a related field.	D	A
<u>Personal Qualities</u>			
6.1	Willingness to be flexible and contribute to a committed, dynamic staff team.	E	I
6.2	Ability to motivate and support clients to see qualities in themselves that will build confidence, develop learning and encourage them into education, training and employment.	E	I
6.3	Versatility and willingness to engage with change when necessary.		
6.4	Membership of the PVG scheme for Adults is required for this post.	E	A
6.5	Full UK driving license.	D	A
6.6	Flexibility to work at different locations in Aberdeenshire and Aberdeen City.	E	I

E – Essential

D - Desirable

A – Application

I - Interview