



Aberdeen Foyer - Job Profile

Job Title:	Development Coach
Salary:	£20,661 - £ 22,658 pa (Depending on qualifications and Experience).
Responsible To:	Team Leader, Operational Manager
Responsible For:	Students, Volunteers as required
Job Purpose:	To offer support, training and guidance to people with a variety of backgrounds, assisting them to gain employability skills, accredited qualifications, attributes and behaviors such as increased confidence which enable them to progress to into education, training and employment.

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 whilst ensuring additional barriers are supported.
- To ensure the service is delivered to a high quality and standard.
- To collaborate with colleagues across the Foyer's various services to effect change in the lives of clients whilst taking a holistic approach to the support available.
- To take an asset based, person centered and solution focused approach to service delivery, which builds on strengths and enables clients 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.

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.

- Develop personal action plans with clients in relation to their employability aspirations, which recognise and aid progression, achievement and goal achievement.
- 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.
- Empower clients to improve self-esteem and self-confidence by developing strengths, attributes and talents, enabling them to access a range of relevant learning and development opportunities
- Enable clients to recognise and articulate their ambitions in relation to future employment and develop a strategy to achieve this through relevant education, training and work experience at appropriate stages on the 'employability pipeline'.
- Support clients to engage with relevant staff from DWP/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.

Internal Liaison

- Coordinate with and support internal departments where required.
- Participate in client review processes ensuring there is continuous support, challenge and opportunity leading to a positive 'destination'.
- Participate fully in all relevant staff team and other identified meetings.
- Provide feedback from service users which can influence the work of Aberdeen Foyer with people in recovery, clients at risk of homelessness, mental health, physical health and those seeking learning, education and employment opportunities.
- To help negotiate for the resources and funding required to assist in achieving successful outcomes for our work with clients.
- To seek opportunities to demonstrate the impact of your work with the Service Manager and Team Leader.

External Liaison

- To be aware of appropriate external services and opportunities which will support clients to build on their strength, raise self-confidence and self-belief as well as working towards their goals of training, education and/or employment.
- Liaise with other organisations to provide co-ordinated services and opportunities which enhance life chances for clients.

- To record and provide evidence which may influence policy locally and nationally.
- Engage new employers to support service delivery and maximise progression and opportunities for clients.
- Assist in the marketing of services to interested agencies and partner organisations as required.
- Participate in external identified meetings as required.
- Seek out external support services where necessary that can further support any additional barriers clients may have.

Recording

- Record and maintain accurate and timely records as per contractual and organisational requirements.
- Contribute to the “impact” recording of the service through data collection with clients.

Reporting

- Contribute to the formal reporting arrangements required internally e.g. Aberdeen Foyer Board, and externally e.g. Commissioners of Services.
- Provide budgeting and administrative information in accordance with Aberdeen Foyer Policy and contractual obligations.

Quality

- Contribute positively and effectively to the review and monitoring of services delivered and engage clients in the review process where appropriate.
- Contribute to the regular review and development of Aberdeen Foyer Policy, standards and programmes to support the achievement of Aberdeen Foyer’s organisational goals.

Other

- 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.
- Assist in the implementation and review of Health and Safety policies and practices.
- Assist in identified inspections and health and safety checks where appropriate.
- Assist in the recruitment and selection of staff as and when required.
- Provide support/supervision, guidance and information to appointed staff as required.
- Support the identification and implementation of volunteering opportunities and student and employability placements.