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**Job Profile**

**Role Title** Development Coach   
**Department** Employability and Learning   
**Salary** £22,626 - £24,105 (Full-time Equivalent, depending on experience)  
**Working hours** 25 hours, Monday – Friday, 9am-2pm

**Location** Crown Street Training Centre, Aberdeen.

**Why? – To prevent and mitigate the impact of tough life challenges on young people**

**What? –** to deliver structured learning & employability programmes to enable clients to become healthy, socially and economically independent

**Key Competencies**

* + Enable clients to recognise and articulate their ambitions and develop a strategy through personal action plans to achieve this
  + Skills to motivate and enable person-centred planning and review
  + Support clients to sustain employment through weekly communications and ensure that quality time is available to each client to monitor and review progress towards identified goals ensuring they remain relevant, realistic, and achievable.
  + Negotiate for the resources and funding required to achieve successful outcomes for clients, and provide budgeting and administrative information
  + Contribute to “impact” recording of the service through data collection from surveys and programme reviews, and participate fully in all relevant meetings
  + Seek out external support services where necessary to further support any additional barriers clients may have

**Behaviours**

* + Ability to motivate, encourage and inspire clients to see qualities in themselves that will build confidence, improve self-awareness and develop learning
  + Understanding of the ways that people can recognise and achieve their ambitions through seeking and developing their skills and talents.
  + Ability to positively engage individuals with appropriate opportunities which will enable them to achieve their goals and access education, training, and employment.
  + Commitment to seek out the best approach to support clients into education, training and employment whilst allowing flexibility to work with additional client barriers
  + Willingness to be flexible and contribute to a committed, dynamic staff team
  + Versatility and willingness to engage with change when necessary

**Qualifications & Experience**

* SVQ Level 3 or equivalent in a relevant field or experience of working in a specialist area e.g., employability, training, education etc.
* Membership of the PVG scheme for adults is required
* Understanding of local education, training and employment opportunities.
* Experience of working in a multi-agency setting and in partnership with a network of agencies
* Experience of asset-based planning and review
* Ability to take responsibility within own remit
* Flexibility to work at different locations in Aberdeenshire and Aberdeen City
* Competent level of IT skills, including but not limited to Microsoft Office package