



Aberdeen Foyer-Job Profile

Job Title:	Development Coach (Prince's Trust Team Programme)
Salary:	£23,632-£25,214 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 City (home working temporarily in accordance with Covid-19 restrictions)
Job Purpose:	To lead, motivate and guide groups of 16-25yr olds participating in the Prince's Trust Team Programme, including recruitment of students, programme management and continuous evaluation

Main Accountabilities

- To plan and deliver a 12-week intensive structured Prince's Trust Team programme covering learning and employability skills, which will enable learners to achieve nationally recognised qualifications
- Promote the Prince's Trust Team programme and recruit through engagement with external partners including, but not limited to Jobcentre Plus, Skills Development Scotland, Schools, employers and College as necessary
- Provide support and guidance to students to enable positive destinations such as education, employment or further training
- To ensure that students receive high quality and inspirational services
- To provide a person centred and solution focussed programme through collaboration across the Foyer Team services, which builds on learners strengths and enables them to achieve their hopes and aspirations

Key Responsibilities: Clients

- To motivate, encourage and inspire students to become confident and aware of their aspirations
- Develop a Training Plan which will enable students to achieve healthy lifestyles and become socially and financially independent
- Conduct regular meetings with students as a group and individually to evaluate, review and assess their progress
- Assist students to recognise their ambitions for future employment and work alongside them to develop a strategy to achieve this
- Empower learners to participate in a range of social, recreational and personal development opportunities/activities to improve their health and wellbeing including, but not limited to; thai chi, football, indoor climbing
- To develop and implement a broad range of individual and group work sessions
- Liaise with community organisations and agencies to plan, prepare and supervise appropriate team projects and individual placements for students

Additional Duties – Service Specific - Learning Services

- Develop lesson plans to ensure the content of the programme meets the needs of the learners and the expected outcomes set out by and as agreed between Aberdeen Foyer Prince’s Trust-Scotland and North East Scotland College
- Deliver and assess SQA units and accredited training as required to meet course objectives and expected learning outcomes
- Lead and guide students, taking responsibility for their health, safety and welfare in accordance with Aberdeen Foyer’s Health & Safety policy
- Ensure appropriate administration records are produced and maintained including accurate records of the group and individual’s performance and progress
- Deliver cost effective activities ensuring that spending is aligned to budgets
- Reconcile and maintain accurate petty cash records
- Contribute to the efficient management of the Princes Trust Team programme by participating in relevant planning, review and evaluation meetings
- Undertake other duties as necessary to ensure effective maintenance and development of the team programme

Person Specification – All Service Areas

		Standard E or D*	Assessed via A or I*
Experience			
1.1	See Service Specific		
Skills and Abilities			
2.1	Ability to listen to and communicate well with clients and others involved in their lives	E	A/I
2.2	Ability to positively challenge clients in a constructive way	E	I
2.3	Skills to motivate and support other staff	E	A/I
2.4	Able to take responsibility within own remit	E	A/I
2.5	Competent level of IT, including but not limited to Microsoft office packages	E	A/I
Knowledge			
3.1	Understanding of the ways that clients can recognise and achieve their ambitions through seeking and developing their skills and talents	E	I
3.2	Understanding and knowledge of youth unemployment and local labour markets	E	A/I
3.3	Understanding and knowledge of prevocational, vocational, educational and employability opportunities	E	A/I
3.4	Understand the benefits of health improvement	E	A/I
3.5	Awareness of activities which promote positive social interaction	E	A/I
Commitment			
4.1	Commitment to the aims of Aberdeen Foyer	E	I
4.2	Commitment to person centred working practises	E	A/I
Qualifications			

5.1	See Service specific		
Personal Qualities			
6.1	Willingness to be flexible and contribute to a committed, dynamic staff team	E	I

E – Essential

D- Desirable

A – Application

I - Interview

Additional Requirements – Service Specific – Learning Services

		Standard or D*	E	Assessed via A or I*
Experience				
1.1	Experience of working in a specialist area e.g. employability, training, education, careers, substance misuse, health and social care	D		A/I
1.2	Experience of working in partnership with a network of agencies	E		A/I
Qualifications				
2.1	SVQ Level 3 or equivalent in a related field or significant work experience in a related field	E		A
2.2	National 5 or equivalent in English is also essential for the post.	E		A
Special Conditions				
3.1	Membership of the PVG scheme for Children and Adults is required for this post	E		A/I
3.2	Full UK driving license	E		A/I
3.3	May be required to work at different locations in Aberdeen City and Aberdeenshire	E		A/I

E – Essential

D- Desirable

A – Application

I – Interview