



### **Aberdeen Foyer-Job Profile**

<b>Job Title:</b>	Development Coach (REACH Programme)
<b>Salary:</b>	£23,632-£25,214 per annum (depending on qualifications and experience)
<b>Responsible To:</b>	Head of Service/Service Manager/Team Leader
<b>Responsible For:</b>	Skills Coaches, Learners, Volunteers as required
<b>Hours Per Week:</b>	36.25hrs
<b>Location:</b>	Aberdeen (home working temporarily in accordance with Covid-19 restrictions)
<b>Job Purpose:</b>	To lead, motivate and guide groups of learners aged 16yrs+ participating in the Recovery, Employability, Achievement, Challenge and Hope (REACH) programme, including recruitment of learners, programme management and continuous evaluation

### **Main Accountabilities**

- Develop and deliver lesson plans covering learning and employability skills and assess coursework to ensure the content of the 12-week REACH programme meets the needs of the learners and the expected outcomes set out by and as agreed between Aberdeen Foyer and North East Scotland College
- Lead and guide learners, 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
- Promote the REACH programme and recruit through building trusted relationships with external partners including, but not limited to Jobcentre Plus, Skills Development Scotland, Social Work, employers and College as necessary
- Provide support and guidance to learners to enable positive destinations such as education, employment or further training
- To ensure learners 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
- 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 REACH 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

### **Key Responsibilities: Learners**

- To motivate, encourage and inspire learners to become confident and aware of their aspirations through goal setting, groupwork and one to one sessions with learners

- Develop a Training Plan which will enable learners to achieve healthy lifestyles and become socially and financially independent
- Conduct regular meetings with learners as a group and individually to review, assess and evaluate their progress towards gaining City & Guilds qualifications
- 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, mindfulness and yoga
- To develop and deliver a broad range of individual and group work sessions
- Work collaboratively with community organisations and agencies to plan, prepare and supervise appropriate team projects and individual placements for learners

### Person Specification – All Service Areas

		Standard	E	Assessed via
		or D*		A or I*
<b>Experience</b>				
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
<b>Skills and Abilities</b>				
2.1	Ability to listen to and communicate well with learners and others involved in their lives	E		A/I
2.2	Ability to positively challenge learners in a constructive way	E		I
2.3	Ability to motivate and support other staff	E		A/I
2.4	Ability 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
<b>Knowledge</b>				
3.1	Understanding of the ways that learners can recognise and achieve their ambitions, through seeking and developing their skills and talents	E		I
3.2	Understanding and knowledge of 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	Understanding of the benefits of health improvement	E		A/I
3.5	Awareness of activities which promote positive social interaction	E		A/I
<b>Commitment</b>				
4.1	Commitment to the aims of Aberdeen Foyer	E		I
4.2	Commitment to person centred working practises	E		A/I
<b>Qualifications</b>				
5.1	SVQ Level 3 or equivalent in a related field or significant work experience in a related field	E		A

5.2	National 5 or equivalent in English is also essential for the post.	E	A
<b>Personal Qualities</b>			
6.1	Willingness to be flexible and contribute to a committed, dynamic staff team	E	I
<b>Special Conditions</b>			
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