

**Job Profile**

**Role Title** Development Coach - REACH Banff
**Department** Learning and Employability
**Salary** £23,632 (starting salary)
**Working hours** 36.25hrs

**Why? –** The purpose of this role is to support the prevention of poverty and inequalities by providing access to accredited learning opportunities

**What?** – to lead, motivate and guide groups of learners aged 16 years+ , participating in the Recovery, Employability, Achievement, Challenge and Hope (REACH) programme

**Key Competencies**

* Build meaningful relationships with young people and adults, based on honesty, compassion and trust
* Ability to deliver accredited training to groups of learners
* Ability to listen to and communicate well with learners and others involved in their lives
* Ability to work flexibly and collaboratively with community organisations and agencies to plan, prepare and supervise appropriate team projects and individual placements for learners
* Deliver cost effective activities, ensuring spending is aligned to budgets
* Ability to reconcile and maintain accurate petty cash records
* Ensure appropriate administration records are produced and maintained
* Ability to support individuals with different levels of ability

**Behaviours**

* Demonstrates a belief in learners and their potential
* Models’ inclusive behaviour when interacting with learners, the team, and all stakeholders
* Appreciates and encourages teamwork and flexibility
* Non-judgemental and empathetic
* Demonstrates the ability to remain calm whilst multitasking
* Takes responsibility for own remit and the need to work to deadlines

**Qualifications & Experience**

* Qualification in a relevant discipline and/or demonstrable experience in a specialist area such as employability, education, or mental health
* Understanding of mental health and drug and alcohol misuse
* Ability to work autonomously and multi-task
* Excellent organisation skills
* Excellent communication and influencing skills
* Ability to work in partnership with other agencies and stakeholders
* Knowledge and understanding of equalities and diversity
* Competent digital skills including but not limited to Microsoft Office