

Organisation:	Keighley College
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	n/a
Core Job Role:	Community Employment Coach
Job Title:	Community Employment Coach
Reports to:	Programme Manager – Adult & Community Education
Grade	LC5
Date of compilation:	October 2023

CORE RESPONSIBILITIES:

1. To engage, build trust and maintain effective rapport with a caseload of up to 100 participants in and through their pathway to work and sustained work.
2. To conduct community outreach and engagement work and activity to engage participants.
3. To promote and work as part multi-agency localities team to ensure the effective delivery of employability, training and specialist support to participants.
4. To conduct in-depth initial diagnostic assessments with all participants to identify and determine individual employability, training and specialist support needs and barriers.
5. To co-create an individual into work plans, informed by the individual diagnostic, to include range of employability, training, and specialist support and activities/programmes.
6. To design, manage and deliver a range of employability/training modules or interventions to maximise participant engagement, retention and progression.
7. To design, manage and facilitate a range of personal development, life and essential skills training activities via 1:1 sessions, short courses and workshops.
8. To adopt a holistic approach to supporting participants identifying barriers that may impact on participants' progression towards work.
9. To achieve key performance indicator targets including: quality assurance, equal opportunities and diversity, participant engagement, retention, training and qualification achievement, participant feedback, progression, and positive outcomes.
10. To co-ordinate wraparound specialist and employment support and make managed referrals to partner organisations support.
11. To work in partnership through the SkillsHouse network to ensure participants get timely and appropriate support.
12. To develop and maintain in-depth knowledge of local labour markets including extensive knowledge of current benefits regimes and entitlements.

13. To proactively motivate and support participants and work collaboratively with employment engagement team and partners.
14. To effectively prepare and complete all participant administration and financial documentation, ensuring all records are accurate and kept up-to-date.
15. To fully comply with health and safety, equal opportunities and diversity, quality assurance, safe guarding and data protection.
16. Co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in College staff review and development schemes.
17. Comply with all legislative and regulatory requirements.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Community Employment Coach
Department	

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Mathematics at Level 2 or above and a willingness to improve in 1 or both disciplines to level 3 or above.	A / C
D	Q2. Educated to at least level 3 or equivalent.	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Good knowledge of Equality legislation and the rights of disabled individuals particularly in the work place	A / I
E	EK2. Experience of working with students who have high needs or SEN to support their learning through identifying strategies and preparing young people for adulthood and employment.	A / I

E	EK3. Knowledge of key barriers to employment for individuals with disabilities, learning difficulties and behavioural challenges	A / I
E	EK4. Knowledge of the local job market, including the recruitment process.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Strong ability to develop effective working relationship with employers, students/job seekers, parent/carers	A / I
E	SC2. Ability to develop rapport and empathy with a wide range of diverse individuals	A / I
E	SC3. Excellent written skills	A / I / T
E	SC4. Able to work in a team, sharing responsibilities and duties	A / I
E	SC5. Enhanced communication and interpersonal skills	A / I
E	SC6. Good organisational and administrative skills	A / I
D	SC7. Ability to coach and motivate others	A / I
D	SC8. Full driving licence	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I

