Job Description: Work Coach

Reports to: Volunteering & Projects Manager

Salary: £29,374 (Spinal Point 4)

Office Location: reporting site Newcastle but working Company-wide

About Us

Journey Enterprises is an award-winning local charity with four sites in the north east. We work solely with adults with intellectual (learning) disability – conditions from birth which impact cognitive and adaptive ability such as Down's, Williams, cerebral palsy, Sotos and Fragile X.

The Charity's core purpose is to provide vocational training, skills for work. We also provide training in life skills and support the Clients in our care to lead active and healthy lives.

About the Role

The role provides specialist employability support for a caseload of adults with intellectual disability attending our Day Services. The role is based in our Volunteering, Employability and Projects Team.

These adults will have been identified by our Health & Social Care Hub Managers as ready for work coaching and progression to volunteering externally, work experience and paid employment. We aim for paid part-time employment typically up to a maximum of 15 hours/weekly.

Journey has 160 adults in its Day Service across four sites currently. Approximately 22% of these Clients at any time will come through to the Work Coaching Team. However, all Clients at Journey take part in our *Just the Job* Programme, learning skills for work in their sessions with our specialist Learning Disability Skills. Part of this work with the LDSS Team is in their Day Service activities which are ASDAN-accredited. Part of it is in work experience in our small enterprises such as community cafes, meals delivery service and Pay What you Can Afford Shop, and part of this is undertaken in group-based volunteering for local Voluntary and Community Sector charities. These typically focus on areas such as environment and heritage sites.

The principal foci of Just the Job's initial year will be securing 12 paid part-time employment outcomes for Clients living in County Durham and in Northumberland in a 60/40 ratio; 22% of Clients completing 12 week volunteering placements in Durham, Gateshead, Newcastle, North Tyneside or Northumberland; and 22% of Clients living in County Durham and Northumberland completing 12 week blocs of

work experience in NHS or Local Authority settings.

Principal Duties

- Preparing all resources to be used using appropriate reasonable adjustment including Easy Read;

- Working with small groups of Clients: designing and delivering sessions to build on Clients' skills and work interests and to create a personal work plan which eventually will lead to paid part-time employment;

- Working with small groups of Clients: designing and delivering sessions to enable Clients to understand different sectors, job roles, job tasks and working patterns;

- Working in small groups of Clients, enabling Clients to understand different role-specific skills and job carving principles;

- Supporting the Clients to develop understanding of some of the fundamentals of becoming an employee e.g. income (pay), contracts of employment and job descriptions, rights in work, organizational and team structure, the role of a Line Manager et al.

- Supporting Clients to understand and follow health & safety at work;

- Working with the Volunteering, Employability and Projects Manager preparing Clients for, individual 12 week volunteering placements in local VCFS organisations;

- Working with the Volunteering, Employability and Projects Manager preparing Clients for individual 12 week work experience placements within the NHS and Local Authorities;

- Support our Clients to develop the skills needed in both pre-selection (Sector and jobs search, CV preparation, practice interviews) and selection processes (applications, interviews, job starts);

- Mapping suitable Sector opportunities, employers and job roles available for Clients within proximity to home locations, and liaising with employers and, where suitable, agencies, re advertised roles and reasonable adjustments for the application process;

- Where events have been identified by the Volunteering, Employability and Projects Manager, where Clients would benefit from attending, particularly those with embedded training, to attend such events with an allocated group of Clients;

- To carry out any other duties which fall within the broad spirit, scope and purpose of this job description. This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. The major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any changes will be carried out in consultation with the post holder.

Core Responsibilities: All Staff

- To ensure the Safeguarding of Clients within service at all times;
- To maintain safe working practices, ensuring Health & Safety at work both on site and within Journey's outreach activities;
- To promote Journey's mission and values and to commit to successful delivery of our five strategic priorities;
- To champion equality & diversity and inclusion for all;
- To observe all Journey's policies and procedures;
- To ensure the standards of our work meet the requirements of service regulators and funders as directed by line managers;
- To attend Journey meetings and events as required: these may include occasional unsocial hours commitment;
- To commit to continuing professional development, attending any training identified by Journey;

Terms and Conditions

Contracts are offered on a permanent basis.

Employees are provided with 36 days leave/annum pro rata, a contributory pension scheme, a healthcare package, holiday buy-back scheme, length of service holiday accrual scheme, Cycle2Work Scheme, Salary and a Journey promotional items welcome pack. Staff are also offered discounted lunches and free refreshments.

The Charity operates between 08.30 – 16.30 from Monday – Thursdays and 08.30 – 16.00 on Fridays. All Staff who work for six hours continuously must take half an hour for lunch daily.

Person Specification

Career & Qualifications

Career experience and/or qualification in a relevant discipline (IAG3, Advice and Guidance, Careers Guidance)	Essential
Training or teaching qualification suitable for work with Transitions Age and/or Adults or relevant training experience with these cohorts	Desirable
English and Maths Level 4+/5	Essential
Disability-specialist training e.g. positive behaviour support, person-centred practice, autism awareness, Makaton, BSL	Desirable
Recent Safeguarding Adults training	Desirable

Experience and Skills

Experience supporting vulnerable adults in to employment, volunteering and/or self-employment	Essential
Experience working with partnerships within the community e.g. Voluntary Sector, Education, Employers, Job Centre Plus	Essential
Working with people with learning disability and/or complex needs	Desirable
Current UK driving licence and access to transportation for the role (or Access to Work 'to' and 'within work' transport package)	Essential
Confident IT skills i.e. Windows, Microsoft 365 (email, Word, Publisher, Powerpoint, Excel, Yammer, Teams) and Adobe, web Chat Forums, Video Conference Calling (Facetime, Zoom and MS Teams), social media (Facebook and Instagram)	Essential

Safer Recruitment – Safer Retention

The Trustees at Journey are committed to Safeguarding and promoting the welfare of vulnerable adults. To meet this commitment, all Staff are required to undergo an Enhanced Disclosure & Barring Service check, which is repeated in three yearly cycles (update service checks). Staff are also be required to complete a 'Fit and Proper Persons' Declaration which is reviewed annually.

Our Commitment to Disability Employment

Journey is an Equal Opportunities and Disability Confident employer and welcomes applicants from all sections of the community. We have a diverse Staff team with colleagues with lived experience of disability and/or unpaid caring roles.

Right to Work

All candidates applying for employment or volunteering opportunities at Journey Enterprises must have the right to live and work in the United Kingdom. Please note that no international recruitment is currently permitted in to UK Social Care Providers.

