

Sixteen¹⁶

The logo for Sixteen, featuring the word "Sixteen" in a blue sans-serif font. A small orange circle containing the number "16" is positioned above the "n". Below the text is a long, thin orange swoosh that tapers at both ends.

Sixteen Co-operative Ltd

Senior Job Coach

Job pack

Introduction

Sixteen is a Social Enterprise based in Bristol. Our team of Job Coaches and Employment Support Workers support people with a Learning Disability, Autism or other disadvantages to find employment. We follow evidence based Supported Employment practices and processes to achieve the best results for the people we support.

We are responsible for delivering a number of programmes and contracts across the area and work with partnership with disabled people themselves, their families, educators and other Health and Social Care professionals.

We believe everyone can work given the right support and are keen to find individuals who share our interest and enthusiasm for supporting adults with learning disabilities and autism to find and keep jobs.

In recent years, the demand for our support services has increased significantly and, as we expand operations and look forward to further growth, it is apparent that an additional senior member of staff is needed to help us navigate this process. This is an important time for our organisation and the team is about to enter a new era of developing new programmes to provide a robust and innovative service to the City of Bristol and beyond.

The Role

The post holder will manage the job coaching provision within the community programme. The role will be both varied and interesting, and based within community.

The post holder will plan job coaching rotas, liaise with employers, deliver hands on job coaching support to the job seekers, provide supervision and management for the programme's job coaches. They will assist in training and personal development of the job coaches.

The post holder will be involved, both independently and in co-operation with others to produce records and reports. They will also liaise with other agencies concerning referrals and take an active part in Access to Work applications and funding.

Job Description – Senior Job Coach

Job Title:	Senior Job Coach
Accountable to:	Locality Manager
Responsible for:	
Salary:	£24,206.13
Location:	Bristol, S. Glos, BaNES
Hours:	37.5 hrs per week
Contract	Permanent

Job Purpose

Under the general supervision of the Locality Manager and as part of the wider supported employment service, the Senior Job Coach will:

1. Co-ordinate, plan and implement educational and community programmes
2. Deliver excellence in all aspects of Job Coaching ensuring effective Vocational Profiling and Discovery, Employment Planning and Employer Engagement.
3. Participate in a range of contracts and programmes working with a range of education, social care and health partners
4. Contribute actively to the smooth running and development of the co-operative

Main duties and responsibilities

1. To contribute to the management of the organisation along with operations co-ordinator, locality manager and directors.
2. To seek and secure ongoing funding including access to work to improve the effectiveness of the organisation.
3. To provide the effective management of specific programmes, and prepare information and employment data for funders and other stakeholders.
4. To manage Job Coaches and Employment Support Workers, provide and record supervision sessions and monitor sickness.
5. Under the guidance of the Senior Management Team, to take referrals of people who have a learning disability and or autism and assess their preferences, levels of ability and support needs with regard to work experience and employment.
6. To prepare and deliver employment support plans to the individuals their internship managers and/or employers, that is in line with the client's wishes and employer needs as highlighted through Vocational Profiling/Discovery,

Planning Meeting, Employer Discovery & Negotiations, Workplace Analysis, Job Analysis & Task Analysis.

7. To carry out a detailed job analysis of potential job placements.
8. To acquire or complete risk assessments where appropriate.
9. To carry out detailed job matching of service users and placements.
10. To understand the concerns of the individual, carers and employers, facilitating understanding and communication on an ongoing basis
11. To use Systematic Instruction to ensure a planned approach to support maximum participation of the supported intern and/or employee in job and job related tasks. Continually seek ways to increase the individual's independence and competence in job and job related tasks
12. To identify, wherever possible, strategies for fading, use of natural and other supports, accommodations or aids and adaptations to minimise reliance on the job coach
13. To analyse and use, if appropriate, company training opportunities and the support of the workers according to individual needs.
14. To provide on-the-job training to service users in integrated work settings and/or support to co-workers to become competent and independent, carry out and learn each job prior to designing training programmes and pacing the client.
15. To support the development of the co-operative when working with other Job Coaches in sharing support etc to ensure clarity with regards to style of support to be provided ensuring consistency of approach to the individual and employer

General

1. To maintain standard of dress that is appropriate to role and in accordance with the organisation's dress policy.
2. To maintain confidentiality at all times and to ensure respect for, proper observance of and adherence to Sixteen's confidentiality policy for all staff.
3. To attend regular supervision sessions with line manager, regular team meetings and undertake relevant training as and when required.
4. To take all reasonable care of the health and safety of her/himself and of other persons who may be affected by her/his acts or omissions. As regards to any duty or requirement imposed upon the organisation by or under any of the relevant statutory provisions, to co-operate with the organisation as far as it necessary to enable that duty or requirement to be performed or complied with. To report to the Health and Safety Manager either serious risks or your concerns over safety issues.
5. To work at any other location, as and when required.
6. To undertake any other duties which are consistent with the post.

This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.

Person Specification –Senior Job Coach

Criteria		Essential	Desirable
Experience	Experience of work and successfully dealing with employers	E	
	Experience of risk assessments	E	
	Experience of working with people with learning disabilities	E	
	Two years' experience of providing Job Coaching support	E	
	Experience of project management		D
	Experience of managing budgets		D
Qualifications	Training in Systematic Instruction	E	
	Project management		D
Knowledge and skills	Good negotiation skills	E	
	Ability to communicate effectively with users of the service	E	
	Ability to communicate effectively both orally and in writing, with other staff, clients, employers and other professionals	E	
	Basic knowledge of welfare benefits	E	
	Basic knowledge of Health & Safety at Work Act	E	
	Able to demonstrate good IT skills, including Office 365		D
	Working knowledge of virtual platforms, including Teams and Zoom		D

Personal circumstances and attributes	Ability to show empathy and understanding towards clients	E	
	Ability to promote and work towards increasing independence amongst the user group	E	
	Ability to keep records	E	
	Willingness to undertake all relevant training	E	
	Ability to be self-motivated and use personal initiative within a structured framework	E	
	Ability to work under pressure	E	
	Ability to work flexibly	E	
	Understanding/awareness of Equal Opportunities	E	
	Clean driving licence and access to a car for work	E	

Access to a computer and Wi-Fi that can be used for work is a distinct advantage