



Employability Coach

Scale point: 14-19 | Based in Kingston and Richmond | Casual

About the service

This post will be based in our Education Business Partnership which is part of the 14-25 Service. The Education Business Partnership provides employability and careers support to young people, with a particular focus on young people with SEND and young people who are not in education, training or employment.

This support is delivered through a range of programmes that help young people to develop skills and knowledge that will enable them to progress into employment or training. The team works closely with local training providers, employers and other AfC teams to raise awareness of local opportunities available to our young people.

About the role

The post holder will deliver workshops as part of the employability and engagement programmes being offered by the service. This will include delivery of sessions to young people on a one to one basis and in small groups. Delivery may also include supporting young people accessing online functional skills training by providing encouragement and guidance. The young people accessing the service will have a range of barriers to employment and many young people will have SEND. A key to the successful delivery of the programme workshops will be the ability to motivate, support and engage with young people.

About you: our role specification

Qualifications

- Maths and English Level 2 equivalent
- Certificate in Education and Training, Supporting Teaching and learning in schools diploma or equivalent qualification

Skills and experience

- Experience of delivering workshops or sessions to young people aged 14+
- Experience of creating lesson plans and preparing workshop material
- Experience of working with young people to motivate them to achieve
- Experience of working within an education or training setting.
- Excellent communication skills and the ability to provide information clearly and concisely to a range of audiences both verbally and in writing

Personal attributes

- A passion for Achieving for Children's vision, mission and values (trust, empower, respect) to support children and young people to live safe, happy, healthy and successful lives
- Able to use a range of digital hardware or software to support your work effectively i.e. microsoft or Google software
- Strong organisational abilities including: time management, creative-thinking, problem-solving and multitasking
- Excellent attention to detail and ability to present information clearly and concisely
- Confidence in presenting information verbally to groups of young people
- Able to work flexibly and independently with limited management oversight
- Personal determination, drive, energy and ambition to achieve challenging objectives, celebrate success and deliver excellent outcomes for children using a strength based approach
- Commitment to resource-sharing and collaborative working within Achieving for Children and across organisational boundaries in the best interests of children and families
- Good communication and interpersonal skills that are open, honest, persuasive and pragmatic, including excellent negotiation and influencing skills
- Willing to travel to sites across Kingston and Richmond

The post holder will be expected to undertake other duties commensurate with the grade of the post, including deputising or working flexibly across the week to meet the business demands. This job profile is provided for guidance only.

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