

# Job Description

## Employment Coach and Trainer

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We think it's a crying shame that there are still many people a long way from meaningful, fulfilling lives, with work or without. So we set about changing that. Transform Lives Company is an established social enterprise working in the North-West dedicated to not just transforming people's lives but transforming the way we can do this. Our developmental support really is life changing. We work with inspiring volunteer hosts and partners to build people's confidence and ensure they feel valued. We are changing the way this support is funded and delivered.

We have shown the effectiveness of our approach and the positive outcomes it brings through our award-winning GiveGetGo programme, developed with the University of Liverpool. We work with partners looking to collaborate to bring about social action beyond their core purpose. Our approach is truly person-centred. We start with kindness, understanding the difficult situations many people find themselves in.

### Overall aims and objectives of the role

In the wake of the Covid-19 pandemic, and as we emerge from lockdown to a 'new normal' we want to help people to manage, adapt to and thrive with these changes in a supportive environment, moving towards blended delivery, including online and face to face when safe to do so. This role will be responsible for delivering workshops to help people lead a more fulfilling life.

### Management of GiveGetGo

- Day to day responsibility for delivering our unique GiveGetGo programme
- Develop, implement and manage links to progression opportunities for participants e.g. Work Clubs, work experience, work trials, enterprise, training, further volunteering opportunities as appropriate.
- Provide regular reports to Project Managers/Operations Director as advised.
- Keep up to date on all relevant policies and procedures e.g. JCP; Volunteer management; Safeguarding, GDPR etc

### Recruitment & Support

- Support recruitment targets for participants of GiveGetGo and wider TLC aims by maintaining excellent links with a wide range of partners including community networking events.
- Conduct initial/final assessments, individual action plans, inductions and any other paperwork as required to meet funding obligations
- Implement day to day practices to ensure the smooth operation of the programme, with administrative support e.g. expenses, registration paperwork, mid-point and completion reviews, employment evidence to enable funding claims at day one and 6 months.

### Employment and Training

- Support the TLC team with employment support (including those not taking part in GiveGetGo) for people who need it, in one to ones or group settings, supporting a variety of people or groups at different stages of their employment pathway

- Take part in the delivery of wellbeing and work focused workshops signposting our participants to specialist agencies e.g. for support or training/qualification/employment opportunities.
- Take a coaching approach to support people to achieve their goals, overcome barriers to employment and wellbeing working towards good progression into employment, further training, education or volunteering.
- Create, adapt and deliver employment and wellbeing training sessions, contribute and share ideas and content for additional TLC training programmes, both on-line and in small face to face groups, including a series of workshops supporting people experiencing loss and transitioning to the new normal

### **Evaluations and Monitoring**

- Keep date up to date to enable statistical reports on the key objectives of the programme, completing all monitoring and evaluation paperwork in line with timescales
- Provide engaging and detailed case studies
- Attend 1-1 supervision meetings with the Operations Director

### **Employer and job Engagement**

- engage employers in mock interviews, careers' talks, guarantee job interviews, work club support and other TLC programmes
- Keep up to date on local employment initiatives

### **Communications**

- Collate and produce information to contribute to newsletters, appropriate website material, including promoting through social media such as facebook and twitter
- Attend appropriate networking events in the city to share best practice and promote TLC and to keep abreast of national/local developments regarding training and employability programmes including engaging with employers

### **Your Talents:**

You have experience of supporting people with various employment related needs.

You're confident using a range of tools that promote inclusion; you're not scared to throw yourself into learn new ones.

Your motivation is routed in social impact, fairness and creating opportunity for people to step forward positively.

You're a great communicator, love meeting new people and getting to know them.

You have top notch employment and employability background, but most importantly, you will want to do this in a coaching environment.