

Job Description

Employment Coach, Jobs Plus



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 them 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. 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

To be at the heart of the delivery of the new Jobs Plus national pilot site, at Kelvin Grove, in partnership with Plus Dane Housing and TLC.

Jobs Plus has a focus on three key components: a community hub that provides a one-stop-shop for residents looking for work; saturation approach to boost engagement in employment support; and financial incentives to ensure that work pays.

The remit of this job is focussed on practical, day to day job related support for all residents in 1000 households identified, providing a welcoming, flexible, informative, accessible, and constructive service to all.

- To actively engage and meet people who live in the neighbourhood, in one-to-one conversations/appointments, including outreach activities, being a presence in the neighbourhood, raising awareness of the Hub across local organisations.
- To ensure the Community Hub is accessible, welcoming, and open to the neighbourhood.
- To work with the Project Manager to arrange and take part in activities in the Hub to drive up engagement, such as coffee mornings or wellbeing sessions, to draw people in and demonstrate we are here as a service for them. Also, to take activities out into the community, to where people are likely to be, including door-knocking to raise awareness and allay any preconceptions or uncertainty about the aims of the new service.
- To support all people in the neighbourhood with their job-related needs and requests such as CV, application forms, job searching skills, careers guidance, training courses, mock interviews, providing information advice and guidance, building a relationship they can trust.
- Signposting people to specialist agencies e.g. for support or training/qualification/employment opportunities.
- To use coaching skills, allowing people to explore their goals and issues for themselves, so that they build on their social capital, personal growth, self-efficacy, to achieve their goals, overcome barriers to employment and wellbeing working towards good progression into employment, further training, education or volunteering.

- To be willing to take on board new coaching skills through training provided within the project
- To be willing to try new ways of working such as later openings or weekends to meet with working people in a way that works for them.
- To search for and provide up to date information about vacancies in a variety of formats, for example updating a jobs board where people can browse and discover opportunities of interest, including volunteering and training.
- Maintain excellent working relationships with employers promoting their vacancies, hosting employer open days, meet the employer.
- Offer and test out various progression opportunities for residents, such as Work Clubs, work experience, work trials, enterprise, training, further volunteering opportunities as appropriate.
- Provide regular updates to the Project manager as advised; keeping up to date on all relevant policies and procedures e.g. JCP; Universal Credit; Safeguarding; GDPR.
- Work as a team to meet the aims and objectives of Jobs Plus, 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 grant and project obligations.
- Implement day to day practices to ensure the smooth operation of the centre, and its activities, working as a team, 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.
- Keep date up to date, completing all monitoring and evaluation paperwork, Lamplight, in line with timescales
- Provide engaging and detailed case studies; produce information to contribute to newsletters, appropriate website material, including promoting through social media such as facebook and twitter

Your Talents:

You have experience of talking to people in many varied settings and you are comfortable with striking up conversations, confident in creating a safe and productive space for people to step in to, physically and emotionally

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.

Ability to deliver wellbeing or work focused workshops to small groups