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**Job Description**

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| **Job title:** | Sessional Job Coach |
| **Location:** | Telford, Shropshire or Herefordshire |
| **Responsible to:** | Programme Manager or Co-ordinator |
| **Responsible for:** | Support and mentoring of clients to enable them to achieve the outcomes on their personal plan |

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| **JOB PURPOSE** |
| To provide one to one or small group mentoring and support to clients with the view to improving their knowledge, skills and experience so that they can achieve increased independence, improved life skills and personal development capabilities in order to achieve progress work towards securing sustainable employment or progression into education and training. |

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| **MAIN DUTIES** | |
|  | Support and mentor clients in community venues, training centres and/or work place settings as directed by the project manager or coordinator. |
|  | Be responsible for the wellbeing and progress of the client at all times within the programme and/or work placement. |
|  | Produce timely and accurate records and programme documentation as required, including use of on-line systems for recording and reporting. |
|  | Act in a professional manner at all times, ensuring that Landau is presented in a positive manner. |
| **4.** | Ensure that programme manager or coordinator is kept fully informed of service user progress and the actions taken to support the achievement of their personal plan |
| **5.** | Work as part of the delivery team, providing flexible and responsive support to secure the success of the programme and delivery against key contract measures |
| **6.** | Commit to professional updating, training and development in order to improve own practice and contribute to the continuous improvement of Landau’s offer to clients, and undertake specific training when required |
| **7.** | Liaise with employers and other partners or stakeholders in order to support the positive progression and effective transition of clients, to maximize the achievement of outcomes |
| **8.** | Provide reliable and positive support and mentoring to clients, creating suitable activities and interventions to help them to achieve the goals on their personal plan, grow in confidence and capability and take increasing responsibility as they achieve autonomy |
| **9.** | Contribute to initial assessment and the development of personalised plans, designing interventions and learning opportunities and monitoring progress toward achieving these |
| **10.** | Provide practical support and assistance to clients so they can identify and overcome barriers to their progress, including addressing travel and subsistence queries and facilitating referral or signposting to expert agencies as/when appropriate |
| **11.** | Champion the interests of the client, providing good information, advice and guidance |
| **12.** | Be the first port of call for the client and be willing to advocate on their behalf with employers or others in pursuit of the outcomes of their plan |

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| **OTHER** | |
|  | To contribute to team and departmental meetings as required |
|  | To promote the charity in a positive and professional manner |
|  | To provide support to Organisational staff and the Charity CEO as required |

Post holder may be required from time to time to undertake other duties, not specifically mentioned in this job description, but within levels of their salary scale

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| **Prepared By:** | Carole Moreton  HR/Training Officer |
| **Date:** | February 2019 |

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company’s business.