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**Skills and Competency Framework**

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| **Job title:** | Sessional Job Coach |
| **Department:** | Shropshire, Telford and Wrekin and Herefordshire |
| **Responsible to:** | Programme Manager or Project Coordinator |
| **Responsible for:** | Delivering one to one and group Job Coaching |

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| **Necessity** | | **Assessment Method** | |
| **E** | **Essential** | **A** | **Application** |
| **D** | **Desirable** | **AS** | **Assessment** |

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| **Qualification/Training/Academics** | **Necessity** | **Assessed** |
| A good standard of general education | E | A/I |
| IAG qualification (L2 minimum) | D | A/I |
| PTTLLS/A.E.T/TA Certificate | D | A/I |

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| **Experience** | **Necessity** | **Assessed** |
| Experience of working with young people and an awareness of the initiatives to support them into further education, training & employment | D | A/I |
| Some knowledge of Education, Health and Care Plans would be an advantage | D | A/I |
| An understanding of current initiatives and developments in training and employment of people with learning disabilities and those who are hard to reach and disengaged | D | I |
| Has experience of networking with other organisations to promote and develop services | D | A/I |
| Has knowledge of the charitable sector | D | A/I |

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| **Personal Attributes/Qualities** | **Necessity** | **Assessed** |
| Calm and assertive manner | E | I |
| Empathetic and supportive with the ability to quickly build a rapport with people | E | I |
| Flexible and adaptable with the ability to ‘think outside the box’ | D | I |
| **Core Competencies** | **Necessity** | **Assessed** |
| Client focussed | E | A/I |
| Excellent communication skills | E | A/I |
| Good organisation skills | E | A/I |
| Achievement focussed | E | A/I |
| Influencing skills | D | A/I |
| Computer literate | E | A/I |

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| **Additional requirements** | **Necessity** | **Assessed** |
| Will require enhanced DBS clearance. Full driving licence, car available and insured for business use | E | A/I |
| Prepared on occasions to work unsociable hours. | D | I |

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| Created by: | Carole Moreton |
| Created on: | 19th February 2019 |