



Job Description

Post Title:	Employability Coach
Duration:	21 hours per week
Reporting to:	Brag Delivery Manager
Base Location:	Levenmouth Community Enterprise Centre

Scope

The post based at Levenmouth Community Enterprise Centre, is responsible for the delivery of activities related to the operation Brag's delivery on behalf of the Fife Employability and Training Consortium.

The company specialises in the delivery of learning activities to a group of clients, usually not exceeding twenty in number and predominantly through the implementation of a Local Enterprise contract.

To provide training, support and guidance to all participants on the programme in order for them to increase their confidence, skills and experience and to attain and sustain employment. All such training services will be implemented to Quality Standards, with fair and equal opportunity for all concerned and will be carried out in a healthy and safe environment and in a positive manner suitable to all learners needs.

The main tasks and responsibilities are:

Learning

To promote work preparation training, including but not limited to, job search, telephone skills, job applications, interview skills, online job search, application, and pre-recruitment assessments.

Ensure record keeping is accurate and up-to-date

Provide guidance and support to participants as required

Explore possible routes of progression and appropriate career direction

Liaise with other staff members to ensure effective planning and delivery of all stages of the programme

General

Attend meetings and conferences as deemed appropriate by the Delivery Manager or which are directly related to the activities of programmes highlighted in the scope.

Attend training that has been agreed, primarily, through a Personal Development Planning process.

Undertake any other duties as requested by the Delivery Manager that are in the “spirit” of the posts intent.

Essential

Good interpersonal skills and ability to manage own case load.

High standards of personal organisation within working practices, including a methodical approach to work and a highly developed attention to detail.

Experience of providing services to socially and economically diverse communities with appropriate engagement skills to do so effectively.

Experience of engaging with local community groups to establish opportunities for sourcing new clients.

High levels of computer literacy, including spreadsheets, word-processing and a CRM System.

Ability and confidence to deal with representatives of external bodies and organisations.

Excellent written and verbal communication skills.

Evidence of ability to work as a member of a team and independently.

Ability and commitment to share knowledge with peers.

Demonstrable awareness of, and commitment to, quality in the delivery of services

Evidence of ability to work effectively under pressure

Willingness to undertake further professional development as identified

Desirable

Previous experience of working with individuals who are suffering from long term unemployment and/or multiple barriers.

Experience of working in the employability sector and delivering employment support is also desirable.

Driver with access to a suitable vehicle.

As an employee of Brag Enterprises, the post holder will also be expected to:Contribute to the maintenance of a safe and healthy working environment.

Successfully complete induction training and probationary targets.

Positively promote professional relationships within the organisation, with colleagues, with other professionals and agencies, and the wider community.

Positively promote the organisation and its services

Fully participate in systems, which ensure full attention to confidentiality, equal opportunity and anti-discriminatory practice.

Promote professional standards of service delivery in accordance with policies and procedures.

Ensure that all administrative functions appropriate to the post are carried out to a high standard, in accordance with stated policy and procedure and that appropriate records are maintained

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in their job description, can be undertaken

'This post works 100% as part of the Fife Employability and Training Consortium and is funded by European Social Investment Funds 2019-22 through the Opportunities Fife Partnership.'