

JOB DESCRIPTION

Part time EMPLOYMENT AND JOB SKILLS COACH/TUTOR

Job Title: Employment Coach

Organisation: Adanna Women's Support Group

Location: East London – Redbridge, Barking & Dagenham, Newham, Havering (office-based)

Salary: £27,300 prorata

Hours: 19.5 hours per week

Contract: Fixed term 12 months

Reports to: Manager

£15 per hour (£27,300 per annum)

Immediate start

Fixed contract - until 31 March 27 (with possibility to extend)

About us

The Adanna Women's Support Group is a community-based grassroots organisation supporting women—particularly those facing barriers to employment—by providing training, mentoring, and pathways into work, volunteering, and further education. The Adanna Women's Support Group provides training and skills to help women into employment and to help women excel in the jobs they are doing. Our training is in Business skills, administration, IT, childcare and employability.

Role Purpose

The Employment Coach will deliver holistic, personalised employability support to unemployed and economically inactive individuals (primarily women), helping them build confidence, overcome barriers, and progress into employment, training, or volunteering. You will be a key connector to employers, job centres and training providers.

You will play a key role in empowering participants with the skills, motivation, and self-belief needed to succeed, while contributing to the overall success and impact of the project.

Key Responsibilities

Participant Support & Coaching

- Provide one-to-one coaching, mentoring, and guidance
- Support clients with CV writing, job applications, and interview preparation
- Recommend effective job search strategies and improve job readiness
- Help clients overcome barriers, build confidence, motivation, and employability skills

Training & Programme Delivery

- Facilitate employability and personal development sessions (1:1 and group-based)
- Deliver workshop style training support in English language, digital skills, literacy, and numeracy where appropriate
- Contribute to the development of online programme content

Employer Engagement

- Source employers for volunteering and work placement and build strong partnerships for employment vacancy notifications
- Match clients to suitable job opportunities, volunteering, and placements
- Address employer concerns, including supporting inclusive recruitment of people with disabilities
- Develop links with local businesses and community organisations
- Attend job fairs and charity or school coffee mornings

Project Delivery & Outcomes

- Ensure participants are registered correctly and tracked effectively
- Monitor, evaluate, and record participant progress and outcomes
- Work towards achieving project targets, outputs, and outcomes

Community & Service Development

- Oversee and develop the “café space” as a hub for engagement, skills-building, and employer interaction
- Connect clients with volunteering and work opportunities through local partnerships
- Raise the profile of the organisation within the community

Safeguarding & Wellbeing

- Support the safety and wellbeing of all clients, volunteers, and staff
- Maintain professional boundaries and adhere to safeguarding procedures
- Promote equality, diversity, and inclusion in all aspects of the role

Person Specification

Essential

- Minimum 2 years’ experience in employability support or similar role
- Minimum 2 years’ experience in teaching, training, or assessing
- Strong coaching, mentoring, and interpersonal skills
- Experience supporting individuals facing barriers to employment
- Knowledge of the employment sector and job search practices
- Ability to work independently and as part of a small team
- Strong organisational and time management skills
- Good IT skills, including Microsoft Office

Desirable

- Teaching qualification or similar
- IAG (Information, Advice & Guidance), coaching, or assessor qualification
- Experience working with women or vulnerable groups
- Social media and digital engagement skills
- Experience in community engagement and employer networking

Key Skills & Attributes

- Enthusiastic, proactive, and self-motivated
- Strong communication and persuasion skills
- Empathy, patience, and a positive outlook
- Ability to build relationships with clients and employers
- Understanding of professional boundaries and safeguarding
- Commitment to equality and diversity
- Ability to effectively reflect on own practices and respect for the values and ethos of the Adanna Women's Support Group

Success Measures

- Participants progressing into employment, training, or volunteering
- Achievement of project targets and outcomes
- Positive client feedback and engagement
- Strong employer and community partnerships

Additional Information

- This is an office-based role in East London
- You will work closely with local communities across multiple boroughs
- Flexibility may be required to meet participant needs

Working hours

- The role is a part time fixed contract position with the possibility of extending pending receipt of funding. Working 19.5 hours per week, Monday, Thursday and Friday. Hours are flexible but ideally 9.30 to 4.30pm.

How to Apply - Next steps

- If this sounds like the perfect opportunity for you and you'd like to become our new **Employability Coach** then please send in your CV today
- Email: adannawomensgroup@gmail.com
- **Closing date:** ongoing until a suitable candidate is found
- **Interview date:** ongoing until a suitable candidate
- An enhanced DBS disclosure is a requirement for this post. Our recruitment checks, induction and ongoing support and supervision reflect our commitment to safeguarding our clients.
- Adanna Women's Support Group strives to be equal opportunities employer and welcomes applications from all sections of the community.
- This role is open to women only under the Equality Act 2010