

SEE ABILITY

Extraordinary every day

Job Title	Supported Employment Coach, Salary £26,000
Responsible to	Supported Employment Manager
Responsible for	Delivery of Ready, Willing & Able SeeAbility's Supported Employment programme.

SeeAbility provides extraordinary support and champion's better eye care for people with learning disabilities and autism, many of whom have sight loss. We encourage people with disabilities to challenge what they expect from life and we support people to achieve exciting new things every day.

In 2020, launched our first supported employment programme called Ready, Willing & Able. Our aim is to enable people with learning disabilities and autism to secure and retain work that fulfils their career ambitions. As Supported Employment Coach, you will live and work in Bristol or the surrounding area and your role is to support the programme by identifying and delivering tailored support to people with disabilities into employment, working in partnership with employers, the DWP, local authorities and all other relevant parties. The role is Home-based with the expectation of travelling to meetings, and appointments.

We are looking for someone who shares our values, embraces the notion of a diverse workforce, and is passionate about their work. That person will share our belief that paid work is positive and possible for everyone and will have a record of accomplishment in supporting people with learning disabilities and/or autism to achieve their aspirations. Ideally you will have successfully worked on supported employment programmes in the past and follow evidenced based best practice on how to support people to find and maintain work.

Our Values:

	Respect is our starting point	<i>A colleague that puts themselves in others' shoes, recognises difference but treats people equally. They show kindness, respect diverse views, abilities and contributions so everyone is valued.</i>
	We spark imagination	<i>A colleague that constantly exceeds expectations, pushes boundaries and is ambitious for what we can achieve, and then makes it happen.</i>
	We learn together to be our best	<i>A colleague that draws on the strength of their team and others. They listen to and learn from the experiences of people to continually improve the way we do things.</i>
	We believe in each other	<i>A colleague who looks for the good in people and trusts they will do the right thing. In doing so, they support people to achieve more than they ever believed.</i>

Your responsibilities

- Promote, implement and deliver the recognised 5-stage model of supported employment

- Undertake initial meetings and provide ongoing support with the person and (if appropriate) parent/member of support team, to consider any health issues, support networks and any perceived barriers
- Deliver in depth action planning which references all aspects of the persons past experiences, support requirements and aspirations in moving into paid employment
- To conduct regular reviews to ensure that persons are progressing within their roles and to identify and meet new support needs
- Deliver 1:1 support and group activities to develop individual skills, including but not exhaustive; CV and letter writing, personal confidence and motivational support, understanding the world of work, interview techniques.
- To implement training/coaching plans which will enable people we support to deliver their roles to employer standards.
- To build up natural support within the persons places of work and taper one to one job coaching over time
- To use vocational profiling, support people with learning disabilities to identify their aspirations, learning needs, skills, and interests.
- To coach people on their rights under employment law and support them to create their own direct approaches to employers
- To proactively seek out new placement opportunities including with SeeAbility's corporate partners
- To carry out detailed job matching of people and placements
- To thoroughly understand the business case for diverse workforces and supported employment and explain this to employers
- To analyse local labour markets to stay up to date with employment opportunities
- To develop a portfolio of employers within the persons travel to work areas
- To network internally at SeeAbility and externally to explore, negotiate and create employment opportunities for people we support
- To market and advocate people we support directly to a wide network of employers and businesses to maximise chances of securing paid work
- To maintain relationships with local agencies including Jobcentre Plus and other disability and employment support services
- To develop and maintain relationships with local authorities
- To liaise with employers (on placement and paid work) to discuss progress and respond to issues

Other

- To maintain up to date knowledge of work-related benefits
- To be knowledgeable about Access to Work and to coordinate funded Job Coaches
- To provide all the necessary follow-on support including supporting the implementation of Access to Work and implementation of reasonable adjustments
- To ensure the health, safety and wellbeing of people on the programme.

Your knowledge, experience and skills

Knowledge & qualifications	<ul style="list-style-type: none"> • Level 3 certificate for Supported Employment Practitioners (preferred or committed to working towards) • Systematic Instruction Training • Teaching and/or coaching qualification • Member/Fellowship of The Institute of Employability Professionals
Experience	<ul style="list-style-type: none"> • Experience in the supported employment sector • Experience of employer engagement with national and local employers • Experience of managing own time and workload • Experience of meeting targets and deadlines • Experience of working with individuals with learning disabilities, autism • Experience of proactively developing partnerships with employers and developing positive relationships • Experience of using own initiative and problem solving
Skills	<ul style="list-style-type: none"> • Creative, resilient and determined 'do-er' who can turn plans into clear action • Strong networker with excellent negotiation and persuasiveness • Able to listen to people and demonstrate an understanding of their career aspirations • Confident in using IT • Ability to turn employer need into a jobseeker opportunity • Ability to engage with families and develop confidence and trust with people and their families • The ability to work proactively with individuals, families and employers. • Responding to potentially difficult situations. • Be able to manage a diverse caseload.
Special Requirements	<ul style="list-style-type: none"> • A willingness to work flexibility to accommodate a varying workload, with the ability to work outside core hours on occasion • Passionate about ensuring people with learning disabilities, autism can realise their goals each day with commitment to SeeAbility's mission and values, with a working style that reflects these. • Must a valid driving license with access to a vehicle • Must be willing to travel to meetings for SeeAbility when required

Notes

It is the Charity's policy to review Job Descriptions on an annual basis to ensure such duties contained herein continue to reflect the requirements of the role. This Job Description will therefore be subject to change and development in line with the needs of the Section/Charity. Any changes will be discussed and agreed with the post holder.

The post holder is expected to be conversant with and work within the aims and objectives of the team and Charity and to adhere to current policies, practices and procedures.