



## What you will do

The Skills Coach is central to the delivery of Our Supported Internship Programme. The role supports a caseload of learners giving end to end individualised employment support. As such the Skills coach will need to be able to work independently and collaboratively with Tutors & the Employer Engagement Officer to support learners to complete all elements of the programme in line with requirements.

The post holder will be responsible for learner progression in the workplace and achieving outcomes for the learner. They will deliver support in various ways; 1-1 job coaching, working with learners to develop employability skills and embed English and Maths learning in the workplace. They will ensure people learn the skills needed to achieve sustained paid employment.

There will be elements of pastoral support, and signposting to other agencies for specialist support such as social, community, benefits, health & wellbeing.

## About you

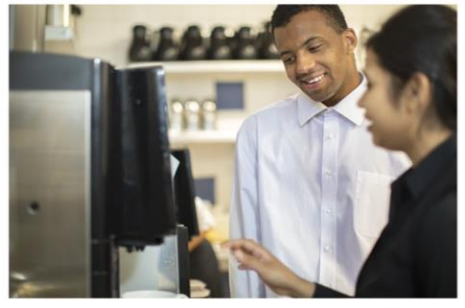
Candidates from all backgrounds welcome! We are looking for people with a passion and drive to improve the lives of people with a learning disability.

## What you will bring

- A positive attitude and enthusiasm to support young people with SEN.
- Ability to manage different situations in a sensitive and timely manner.
- Strong communication, record keeping and organisational skills.
- Ability to build professional relationships with a variety of stakeholders.
- Ability to be flexible and work outside of 'normal' office hours when needed

## Your knowledge & experience (essential & desirable)

- Experience of supporting people in a classroom or workplace setting (E)
- Experience professionally or personally with learning disability. (D)
- Experience of managing a caseload, balancing priorities and delivering to targets (E)
- A-C/9-4 English and maths GCSE or equivalent (E)



## More information about the role

The Skills coach will be responsible for conducting vocational profiling, careers guidance, travel training, health & safety in the workplace, job coaching, providing Access to Work timesheets, maintain good employer relationships, & sometimes provide learning disability awareness training to employers.

The Skills coach will support the Tutor with embedding workplace learning needs in classroom sessions, agreeing ILP targets, recording and monitoring attendance, and feeding into termly reviews.

They will work closely with the Tutor to ensure robust individual learner assessment processes are followed to set targets and goals. They will support with monitoring progression, collecting and inputting data as required by the programme. They will be responsible for ensuring that individuals develop the skills to be able to enter paid employment within targets set by Mencap and the programme. Where individuals have higher level support needs the Skills Coach will work with the Tutors to provide additional learning support within sessions.

Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.

## Skills & Abilities

(essential)

- Professional conduct and relationships (E)
- Working to targets (E)
- Judgement/troubleshooting skills (E)
- Effective record keeping and reporting (E)
- Excellent team work skills (E)
- Employer engagement activity (D)

## How to apply

Please apply with an up-to-date CV that demonstrates your skills and experiences relevant for this position.

If you require any further information, please contact our Recruitment Team on 01733 246699

## Who you can expect to work with

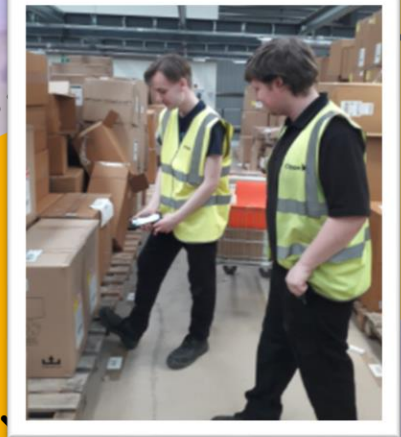
Learners  
with SEN

Employment  
team  
colleagues

External  
employers

Families and  
Carers

Local  
communities  
and services



## Mencap's values and how they apply to this role

We are  
**Passionate**  
about making  
the world a  
better place

You will have a genuine passion for changing the lives of young people and supporting their transition into work.

We are  
**Inclusive**  
of everyone

You will advocate for inclusion in the workplace and be a positive role model for learners.

We are  
**Brave**  
we challenge  
and try new  
things

You will encourage learners to try new things and step out of their comfort zone, being brave when faced with challenges.

We are  
**Positive**  
in our work  
and with each  
other

You will highlight and celebrate how unique each learner is. You will positively approach their journey to employment.

We are  
**Kind**  
to everyone

You will be kind, supportive and encouraging to everyone you interact with.