



# Skills Coach

## About the Team and the Role

The Skills Coach is central to the delivery of our Supported Internship programme; the role will support a caseload of learners giving end-to-end individualised employment support. The Skills Coach will need to be able to work independently and collaboratively with Tutors and Employer Engagement Officers 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 and health and wellbeing.

The Skills Coach will be responsible for conducting vocational profiling, careers guidance, travel training, health and safety in the workplace, job coaching, providing Access to Work timesheets, maintaining good employer relationships and 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.

The Skills Coach will work closely with the Tutor to ensure robust individual learner assessment processes are followed to set targets and goals. The role 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.

## What you will bring to the role (Essentials)

- A positive attitude and enthusiasm to support young people with SEND
- An ability to manage different situations in a sensitive and timely manner
- Strong communication, record keeping and organisational skills
- An ability to build professional relationships with a variety of stakeholders
- An ability to be flexible and work outside of 'normal' office hours when required
- Experience of supporting people in a classroom or workplace setting
- Experience of managing a caseload, balancing priorities and delivering to targets
- Judgement and trouble shooting skills
- Excellent teamwork skills
- Strong communication and relationship building skills
- A-C/9-4 English and maths GCSE of equivalent
- Experience professionally or personal with learning disability

**Please note:** This job description is not intended to be exhaustive. Duties and responsibilities may evolve over time to reflect the needs of the organisation and the role.



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



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



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



We are **kind**  
to everyone



We are **inclusive**  
of everyone



**“This isn’t just a job - it’s a chance to help change the lives of people with a learning disability and their families. If you’re passionate about making a difference, join Mencap in building a more inclusive future.”**

## **Mencap and our Commitment to Safeguarding**

Mencap is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to appropriate pre-employment checks, including references and, where applicable, an enhanced Disclosure and Barring Service (DBS) check.



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