



# Senior Skills Coach

## About the Team and the Role

Line manage a team of Skills Coaches delivering person-centred employment support to learners on the Supported Internship and pre-Internship programmes, both in the workplace and classroom.

Lead and support Skills Coaches to ensure learners develop the skills, experience, and confidence needed to progress into paid employment

Work collaboratively with Tutors, the EHCP Coordinator, Manager, Employer Engagement Officer, and wider team to secure suitable placements, resolve employer issues, and ensure classroom learning aligns with workplace activities.

Adhere to internal compliance rules and quality standards to ensure regulatory (Ofsted) and funder (DfE) requirements are met.

Plan weekly job coaching hours to meet Access to Work targets and income goals.

Support the team in building and maintaining positive relationships with learners, parents/carers, support networks, and employers.

Support the Programme Coordinator to plan and engage in the referral and assessment process.

Understand responsibility for safety and safeguarding in accordance with both internal and external procedures.

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

Evidence of English / Mathematics GCSE (or equivalent) at grade A-C / 9-4.

Up-to-date knowledge of the education and employment sector, including relevant Ofsted frameworks and expectation, demonstrating a high level of accuracy in reporting, recording and maintaining documentation.

Proven experience in managing and developing staff, promoting a positive and inclusive team culture.

Strong interpersonal and communication skills, with the ability to engage confidently with relevant contributors at all levels.

Excellent organisational skills with the ability to plan, prioritise and manage multiple tasks and deadlines effectively.

A collaborative team player who contributes to a supportive and productive working environment.

Experience working with individuals with learning difficulties and/or disabilities, with a commitment to inclusive practices.

Good understanding of safeguarding principles and risk management, ensuring the safety and wellbeing of all participants.

**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 online checks, references and, an enhanced Disclosure and Barring Service (DBS) check.



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