

# Skills Coach

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.



## What will you do

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 individualized 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.

## What will you bring

- 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

## Your experience and skills

- 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 team work skills
- Strong communication and relationship building skills
- A-C/9-4 English and maths GCSE of equivalent
- DExperience professionally or personal with learning disability

- Experience with employer engagement activity

### More information about this role

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 will Mencap give you

- 24 days annual leave plus bank holidays (pro-rata for part-time) + a variety of benefits including pension and holiday buying options.
- Ongoing training and development opportunities to enhance your skills.
- A supportive and inclusive work environment where your contributions are valued.

### How to apply

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

**If you require any further information please contact our Recruitment team on 01733 246699**

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



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

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 **kind**  
to everyone

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



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

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



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

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