We're a social enterprise supporting people with learning difficulties and autism into jobs with a future

JOB DESCRIPTION

Job title	Job Coach – Transition II Service
Location	The Hive, 15-17 Grosvenor Road, Belfast, BT12 4GN (as base)
Reports to	Transition Co-ordinator
Hours	25
Salary scale	£17,500 per annum pro-rata (on the salary band £16,000 to £19,500)
Benefits	22 days annual leave plus 12 statutory days (pro-rata) Holiday purchase scheme Work Life Balance Policy Access to Confidential Staff Counseling & Financial Advice Service Stakeholder Pension Scheme Employers for Childcare registered

Mission

Changing the lives of people with learning difficulties.

Core Values

Equality
Empowerment
Entrepreneurship
Excellence

Vision

A society where people with learning difficulties, live, work and socialise as valued citizens.

Main function

To provide direct support to participants in NOW's Transition II service by providing a programme of daily activities. The post holder will ensure a variety of opportunities and will work closely with other departments including Community, Employment, Family & Training services.

NOW

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Main responsibilities

1. Provide direct support to trainees participating on NOW's services.

2. Support trainees within classroom and outdoor venues.

3. Promote volunteer opportunities for group members.

4. Encourage individuals to engage in opportunities and build independence skills.

5. Manage own expenses and group expenses in line with NOW's financial processes.

6. Ensure safeguarding procedures are understood and followed.

7. Ensure that all client records including attendance, risk assessment, assessment and progression are kept up to date and monthly reports provided as required.

8. Scan environment for current opportunities which would be of interest to the groups being supported.

9. Build on existing external networks/relations and develop new ones to increase range of activities and networks available to participants.

10. Promote volunteering opportunities for participants and NOW.

11. Under take any training as deemed necessary by management and to carry out other duties as deemed appropriate to the post.

This job description is not definitive and may be subject to review as the duties and responsibilities determine.

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PERSON SPECIFICATION FOR THE POST OF TRANSITION II JOB COACH—SHORTLISTING CRITERIA

Essential criteria

1. A full current driving licence and access to a car. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.
2. Ability to be flexible and adaptable - hours are flexible and may occasionally involve evening and weekend work as required.
3. GCSE grade C in English Language (or equivalent).
4. Experience of supporting people with learning disabilities within a group environment.
5. Experience of engaging with volunteers .
6. Ability to demonstrate administrative skills with experience of good record keeping.
7. IT skills including Word, Excel, Outlook and social media use.
8. Understanding of the barriers faced by people with learning disabilities.

Desirable criteria

1. Community or Youth Qualification (Level 3 or equivalent)

Please note that shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The Shortlisting Panel will not make assumptions as to your circumstances, qualifications, and experience.

Employment with NOW Group may be subject to a check from the Access NI Service. For positions in regulated activity a check of the Data Barring Service (DBS) will be required. For further information please refer to the Access NI Code of Practice at: http://www.nidirect.gov.uk/accessni