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**Job Coach for *Yes Chef!***

Location: 64 Altenburg Gardens, Battersea, SW11 1JL

Hours: 14 hours per week, plus a daily 1 hour unpaid lunch break.

Days: Monday – Friday, with occasional weekend and evening work required

Contract: Fixed term for 1 year

Salary: £26,659 pro rata + 3% pension contribution

Annual Leave: 25 days per year (pro rata, increasing by one day per year until you reach a maximum of 30)

Closing date: Tuesday 15th March 2016, 12 noon

Interview date: Tuesday 22nd March 2016

Line Manager: Head of Training

**About us**

At Share, we’re passionate about supporting disabled people to set their own goals for learning and life, and then helping them to achieve their aspirations. The majority of our students are people with learning disabilities and/or autism. We offer a range of training, employment, personal development, and leisure opportunities.

*Yes Chef!* is a new project aimed at young people with mild to moderate levels of disability. We’ll be training people in catering and kitchen work so that they achieve vocational qualifications, great work habits, and a new confidence in themselves which helps them to move into employment or further training. This project is funded for one year, however if the project is a success we hope to secure future funding to continue it.

**The role**

The Job Coach will work closely with our Catering Trainer to develop participants’ confidence and self-esteem, work ethic, functional skills, and experience of working as part of a team. You will identify appropriate employers and liaise with them; set up work placements; support participants to be ready for applying for jobs, and then act as their mentor through the application and induction periods.

**Job Description**

1. To build rapport with participants to help them develop their communication and team working skills. You’ll help them raise their levels of self-awareness and self-esteem so that they apply for work placement and employment opportunities with confidence.
2. Using a solutions-focused approach, to deliver training and coaching in a group and one to one basis specific to the participant’s individual needs.
3. To organise motivational workshops and events for participants. These may include sports and activities; drama workshops; grooming sessions; and more.
4. To support each participant to develop a career plan, action plan, CV, and support strategy.
5. To support each participant to understand their individual preferences, strengths, and limitations, and to identify support needs and solutions.
6. To work with each participant, their tutor(s), parents/carers, and other key people in their lives to help them to achieve their potential and move into employment.
7. To identify job and placement opportunities and liaise with employers, providing appropriate support to both employers and project participants in work placements, trials, and inductions, and ensuring that there is compliance with health and safety requirements.
8. To support participants in negotiating terms and conditions on their behalf with potential employers.
9. To complete all administration tasks required to manage and chart student’s progress including the updating of student records using Share’s management information system and correspondence with external agencies.
10. To contribute to achieving the job outcome targets of the project.
11. To work at all times in a spirit of positivity and encouragement, and in a way that values diversity.
12. To maintain confidentiality at all times.
13. To attend internal and external meetings and events as required.
14. To present regular progress reports to the management team and to produce data as required for funding reports.

**Person Specification**

**All of the following are essential to the role. Please use the Supporting Statement to tell us how you meet this specification, giving examples.**

1. Experience of working as a job coach with young disabled people, and a strong track record of getting people into work.
2. Good awareness of the kinds of support young disabled people may need, and how to meet identified needs.
3. Excellent communication skills and the ability to build and sustain rapport with a wide range of people, including disaffected young people; parents; employers; potential team mates.
4. Excellent coaching skills, with a focus on person-centred practice and a strong track record of helping people to develop confidence, self-esteem, and a positive way of interacting with the world.
5. Excellent administrative, ICT and self-motivation skills, and the ability to work well with minimal supervision.
6. You will be a strong team-player and enjoy working alongside others to achieve the project’s goals.
7. The ability to write and present written material to a high standard with excellent grammar and spelling.
8. You will be someone who inspires trust and confidence, and who behaves with integrity and honesty at all times.
9. You will be great at creative problem-solving and helping others to find solutions to barriers.
10. You will present yourself in a well-groomed, professional manner, so that you are seen as a role model by the project participants.
11. You will be someone who’s passionate about social inclusion and particularly about helping young disabled people to reach their potential and shine.

**How to apply:**

Please download a copy of our application form and equal opportunities form from our website: <http://www.sharecommunity.org.uk/jobs/job-coach>

Once compete, please email both to [hradmin@sharecommunity.org.u](mailto:hradmin@sharecommunity.org.u)k. Please put your name and job title in the email subject line. If you wish to post your application form, please post it to: Private & Confidential, Leanne Wood, Share Community, 64 Altenburg Gardens, London, SW11 1JL.

We will endeavour to acknowledge receipt of your application form by email; however only candidates selected for interview will be contacted. Share welcomes applications from everyone. We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced Disclosure and Barring Service check and providing evidence of right to work in the UK. If you have any questions about the role, please get in touch with Leanne on 0207 801 9825. If you have a disability and would like to discuss other ways of submitting your application, please contact Leanne. We are very much looking forward to receiving your application.

