



BRIDGES is funded by the European Social Fund and The National Lottery Community Fund

Job Description

<u>Title:</u>	Bridges Employment Coach
<u>Reporting to:</u>	Bridges Project Manager
<u>Responsible for:</u>	n/a
<u>Salary:</u>	£19,939 - £21,057 (Depending on experience and qualifications)
<u>Hours:</u>	35 Hours a week
<u>Contract-</u>	Fixed term contract to 31 st March 2023
<u>Probation period:</u>	6 months
<u>Annual Leave:</u>	21 days plus all statutory Bank holidays
<u>Pension:</u>	RMC offer a pension scheme with Scottish Widows

Purpose of the Job:

This post holder will play a key role in helping participants to improve their employment prospects. You will be confident in giving general careers advice and guidance, have a knowledge of how to create and update CVs, as well as being able to give support with job search and interview skills, ideally you will also have an understanding of the benefit system and better off calculations.

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Sessions will be delivered on a 1-1 basis or to small groups. You will solely be working on the BBO Bridges project, which is funded by the European Social Fund and The National Lottery Community Fund.

Principal Tasks

- To effectively maintain a caseload of participants ensuring their attendance at regular one to one and group sessions.
- Give advice on training/support options to improve skills, including signposting to relevant support agencies and partners.
- Hold regular reviews, during which appropriate information, advice and guidance is delivered in order to help people overcome barriers to work.
- Devise and monitor the participant's Action Plan and set targets at each review stage.
- Ensure that detailed participant records are completed and maintained to a very high standard, and ensuring all information is recorded using a dedicated database and that hard copy documentation is held.
- Deliver CV workshops, employability coaching, job clubs and other relevant training as required.
- Ensure that outcome evidence requirements are met to support any financial/performance claims made by RMC.
- To provide a high quality service to participants and internal and external stakeholders to ensure positive feedback.

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- Promote RMC's activities to external agencies and employers using RMC literature and materials in order to promote the Bridges programme and RMC's general service.
- Any other BBO related duties in line with the role

A DBS check will be carried out for this post.

Flexibility

- In order to deliver the stated aims of for this post, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties will fall within the scope of the job and be directly related to Bridges activities within the appropriate pay grade. The job description will therefore be subject to periodic review with the post holder to ensure it accurately reflects the duties that are being performed
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Bridges Employment Coach

Person Specification

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Essential

- Experience in helping people with barriers to improve their employability and job search skills to secure employment.
- Proven track record of operating effectively in a target driven environment.
- Highly motivated, organised and flexible.
- Excellent communication skills both written and verbal.
- Experience of establishing and maintaining positive working relations with a customer base.
- Excellent typing and data inputting skills.
- Understanding and commitment to equality and diversity as it applies to service delivery
- Knowledge and understanding of Health and Safety

Desirable

- Level 3 IAG or equivalent.
- Knowledge of recruitment and/or of working with the unemployed.
- Ability to speak a different language.

We welcome enquiries from everyone and value diversity in our workforce.

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