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Bracknell Forest Council

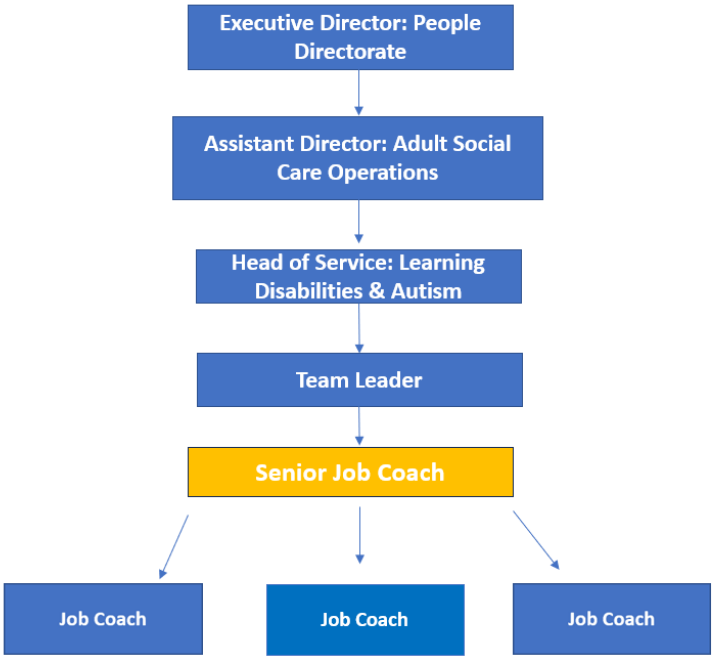
Job description

Job title:	**Senior Job Coach**		
Directorate:	**People**	**Salary:**	**£31,015-£36,581 per year** plus £753 London Weighting And £963 Essential Car User Allowance
Section:	**Adult Social Care**	**Grade:**	**BG-H, SCP15-24**
Location:	**Time Square, Bracknell**	**Work style:**	**Flexible**

Key objectives of the role

- To support the Service Manager with the day-to-day coordination of the service, providing supervision, guidance and development support to staff.
- To support the service in achieving its targets by developing employment opportunities and improving employment outcomes for individuals with learning disabilities and/or autism.
- To support partnership working, multi-agency collaboration and employer engagement, helping to promote the service and increase awareness, referrals and opportunities.

Designation of post and position within departmental structure



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Daily and monthly responsibilities

- To support the Service Manager in the effective day-to-day operational management and delivery of the service.
- To deputise for the Service Manager as required, supporting continuity of service delivery and operational responsibilities.
- To oversee referrals into the service, assessing their suitability and ensuring that individuals who do not meet the service criteria are appropriately signposted or referred to alternative services.
- To participate in and represent the service at multi-agency meetings, developing effective working relationships and increasing referrals and introductions through partnership working.
- To assist with the recruitment, selection, training and induction of staff and volunteers within the service.
- To supervise Job Coaches, providing regular supervision, guidance and support, and completing annual appraisals to promote performance and professional development.
- To contribute to the ongoing development of the service, ensuring that service delivery aligns with the wider Council plan and organisational priorities.
- To facilitate monthly team meetings and contribute to other meetings as required, supporting effective communication, information sharing and team development.
- To support the collection, monitoring and reporting of service data to inform performance management, service delivery and ongoing development.
- To proactively identify and develop employer engagement opportunities and promote joint working with other Bracknell Forest Council teams to increase employment opportunities and improve outcomes for service users.

Scope of role

No budget holding required.

Supervision of three Job Coaches.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

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Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person specification

Key criteria	Essential	Desirable
Skills and qualifications	Educated to A Level or equivalent. Proven experience working with vulnerable individuals.	Management qualification. NVQ in Health & Social Care/Promoting independence.
Competence summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. IT literate and competent use of Microsoft Office Applications. Experience of working with vulnerable people. Experience in supervising staff. Working knowledge of supported employment. Understanding of person-centred and strengths-based practice. Understanding and commitment to team working and ability to work/lead a team. Good verbal and written communication skills. Positive pro-active approach to work with the ability to prioritise. Ability to collate data for reporting.	Experience of working with people with learning disabilities. Experience of working with people with Autism. Experience in working with stakeholders. Experience of working in supported employment. Understanding of Local Authority working practices.
Work-related Personal Requirements	The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.	
Other work requirements	A satisfactory enhanced adult and child workforce with adult and child barred list Disclosure and Barring Service check.	

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	The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time. This post is exempt from the Rehabilitation of Offenders Act 1974	
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.	

All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.