**Action on Disability is a user led organisation managed and controlled by disabled people.**

**Role:** Job Coach (bank staff)

**Location:** Various London Locations

**Salary:** £15 per hour

**Contact:** [info@aod.org.uk](mailto:info@aod.org.uk) or call 0207 385 2098 for an application pack.

**Contract:** Bank staff / various hours as needed

**Background**

Action on Disability is the supported employment service partner on a number of supported internships for young people with learning disabilities around West and South London. We are looking to recruit a number of job coaches to support interns and graduates of these programs in their jobs.

**The Post**

Action on Disability is the supported employment service partner on a number of supported internships for young people with learning disabilities around West and South London. They are looking to recruit a number of job coaches to support interns and graduates of these programs in their jobs.

The purpose of the job is to provide coaching, support and guidance to young people with learning disabilities (17-25) within their workplaces. You will support interns to become independent in their roles and provide the necessary coaching, training and encouragement to enable them to succeed. You will work closely with the employer to ensure they are supported and can confidently manage and train their intern/employee once your support has been withdrawn.

**Main Duties and Responsibilities**

1. To carry out a detailed job analysis of potential jobs / work placements
2. To carry out detailed job matching of service users and jobs
3. To comprehensively learn jobs across different sectors – not restricted to but potentially including - Catering, Customer Service, Administration, IT and Retail
4. To implement training/coaching plans which will enable the candidates to fulfil their roles to employer standards
5. To conduct regular reviews to ensure candidates are progressing within their roles and to identify and meet new support needs
6. To build up natural support within employers and taper off one 1:1 job coaching over time
7. To negotiate and implement disability-related reasonable adjustments on an individual basis
8. To identify client’s skills, strengths, interests and aspirations to inform an ongoing vocational profile
9. To liaise with managers to discuss progress and respond to issues

**Organisational responsibilities**

1. To work in accordance with Action on Disability’s Aims, Objectives and Values
2. To comply with all organisational and departmental policies and procedures, and in particular to ensure safe, fair and responsible working practices through the implementation of AoD’s Health & Safety, Equal Opportunities, Safeguarding and Confidentiality policies
3. To promote the work of AoD and promote and implement the social model of disability
4. To keep accurate records and provide monitoring statistics and evaluation information as required for internal and external purposes
5. To participate in and actively contribute to individual supervision, training, team and organisational meetings
6. To work flexibly, being prepared to perform other duties commensurate with the role, which may include new areas of operation following consultation
7. Any other task appropriate to the role.

**Person Specification**

**Essential**

1. High expectations for the employment potential of young people with learning disabilities
2. Experience of training, education or employment support delivery for marginalised groups
3. Significant and demonstrable experience of supporting people facing complex barriers to achieve their goals
4. An understanding of the needs of employers and the benefits to business of having a diverse workforce
5. An understanding of the Social Model of Disability and its practical application
6. Ability and willingness to learn and carry out all tasks within a variety of jobs, in order to be able to coach the client
7. Demonstrable experience of success in building strong and positive relationships and rapport with a wide variety of people and organisations
8. Demonstrable problem-solving skills and experience
9. Excellent negotiation skills
10. Demonstrable ability to communicate with a wide range of people
11. Good organisational skills and ability to keep accurate records and case notes
12. Good IT skills, including Microsoft Word, Excel, Outlook, Powerpoint and the internet and a good level of computer literacy.
13. Being willing and able to travel easily within the boroughs of London relevant to the role
14. To be available for work during some unsocial hours according to the demands of the work

**Desirable**

1. Qualification in Advice and Guidance/Supported Employment/Youth Work or Training
2. An understanding of the factors to be considered in supporting people with learning disabilities into employment
3. Experience of working with disabled young people

**Your profile**

You are passionate about supporting people with learning disabilities and autism to become independent. You have a good working knowledge of the social model of disability. Ideally you have some experience in supported employment or a similar role. You have an outgoing, positive, empathetic, assertive personality and a clear and straightforward communication style.

**Our offer to you**

We offer a diverse, supportive and positive environment that fosters creativity and innovation within a dedicated team who are passionate about removing the barriers that disabled people face.

We look forward to hearing from you!