

Post title: Employment Development Coach (Bridging Service)

Reporting to: Contract Manager

Location: The post holder may be required to work from any of Momentum Skills and partners locations around Glasgow

Salary: £24,169.08

Summary of the post:

The post holder will be responsible for working to deliver Momentum Skills ESF funded Bridging Service. The project is match funded by NHS. Working closely with NHS staff and their patients/clients, the Employability Advisor will improve connections to employability services by:

- Increasing the capacity of frontline health and Social Work Service staff to refer service users to appropriate employability services.
- Working within health / Social Work Service settings to increase the numbers of service users who receive an employability assessment and who are then supported to access and sustain appropriate employability provision.
- Establishing a caseload and working with service users to increase the numbers who progress to and sustain a positive destination (education and training, volunteering or employment).

Out of hours working may be required – including evening and weekend work.

Main Duties and Responsibilities:

- Carry out an Initial Assessment of vocational needs and complete an Action Plan with service users based on a person-centred planning approach and review on a regular basis. Work with clients would include initial registration; information gathering; assessment of client needs using agreed structured procedures; encouraging positive attitudes toward training and employment; producing action plans; providing advice on training opportunities; recording and monitoring client progress; ensuring aftercare is in place for clients who have progressed into employment.
- Liaise with appropriate Health / Social Work Services staff to manage referrals and allow joint case conferencing to develop.
- Build and maintain positive relationships that help clients access appropriate support agencies in order to address the barriers preventing them entering training and employment.
- Ensure that clients complete an employability action plan which recognises and responds to their personal support needs.
- Advocate on behalf of the client with other agencies.
- Effectively manage a caseload of clients requiring ongoing support and personal guidance over time to effect progression, making effective use of current employability tools and interventions to support them on the employability pathway and utilising partner services and funding.
- Providing an individual with a client centred, impartial and effective personal employability and mentoring service that will assist clients to make better informed choices and support them to acquire new employability and learning skills to gain sustainable, better paid employment in the current and future labour market.

- To ensure that all paperwork relating to the administration of clients and their journey through the employability pathway is completed accurately and efficiently to ensure compliance with funder requirements (e.g. ESF, NHS and Momentum Skills).
- Work closely with other Momentum internal project teams to ensure progression of clients into personal development and training opportunities.
- To attend meetings, working groups, conferences and conventions as appropriate.
- Any other tasks as designated by the line manager. These will be agreed with the post holder and will normally be within the scope of their qualifications and/or experience.
- Undertake any other individual tasks relating to targets and objectives as required due to the changing needs of the business. These will be agreed in consultation with the post holder and normally within the scope of their qualifications and/or experience.

Essential Requirements

- Experience in delivery of whole range of guidance and employability support work – informing, advising, counselling, assessing, enabling, advocacy and feeding back.
- Knowledge and understanding of the social inclusions and the barriers faced by unemployed clients in relation to learning, career and life issues.
- Direct experience of group work and / or training in a health and care setting.
- Knowledge of best practice in services for people with complex needs.
- Knowledge of the local labour market.
- Previous networking experience and partnership working within health / employability sector.

Desirable Requirements

- Qualifications - HNC/HND level in relevant discipline; Diploma/ qualification in Careers Guidance; SVQ level 4/5 in Careers Guidance; HRD/Training qualification.
- Experience in working with disadvantaged / disaffected clients facing multiple barriers.
- Experience in solutions based approaches.
- Knowledge of current legislation in relation to the health field.
- Able to demonstrate an understanding of health and care service provision.
- Knowledge of NHS agenda and ESF Strategy.
- Able to demonstrate an understanding health related illness benefit system.
- Knowledge of addictions/substance misuse client group.
- Employer interfacing work.
- Car owner, clean driving license.
- Experience of working with multi-agency & partnership environment.