

JOB DESCRIPTION

JOB TITLE: Intensive Support Coach	SALARY SCALE: £22,700 - £25,639
DEPT: Delivery - Berkshire, Swindon & Wiltshire Region	REPORTS TO: Project Co-ordinator

Adviza is committed to safeguarding and promoting the welfare of children, young people and adults; and expects all staff and volunteers to share this commitment

JOB PURPOSE

- To support vulnerable and disadvantaged young people from various target groups and/ or with additional needs and help them move into positive outcomes
- Provide individualised, intensive support to young people who are vulnerable e.g. LAC/ YOS/ NEET/ SEND
- Provide intensive support to the young person and occasionally the employer to ensure all work experience placements are useful for the young person
- To work to target and ensure all outcomes are achieved
- To collect and record evidence which meet the needs of ESF requirements
- This role will be funded by the European Social Fund

MAIN DUTIES AND RESPONSIBILITIES

- To work as part of the BEEP Intensive Support Team to promote positive outcomes for vulnerable and disadvantaged young people
- To hold a small but intensive caseload of young people and provide tailored packages of support, ensuring the young people's progress is regularly reviewed and that appropriate interventions are delivered
- Work with local employers to support the young people's path into employment including participating in other aspects of the project such as large and small events, work placements etc
- To work in partnership with BEEP colleagues to co-ordinate the range of services and develop good communication between partners and networking links with other organisations
- In partnership with each young person complete an assessment and action plan, ensuring reviews are completed on a regular basis in accordance with the project objectives
- Maintain regular contact with caseload young people to help them progress and achieve the desired outcomes on the project

- Work closely with the volunteer mentors to help them continue to support the young people during their engagement on the project
- To contribute to the effective running of the project by managing information, maintaining accurate records on appropriate database and tracking progress of participants
- Ensure that all colleagues and partner organisations understand the project targets and their responsibilities in supporting the achievement of those targets
- To maximise the use of available technology to report on progress and gather feedback from participants and stakeholders
- Create virtual tools and resources to engage participants and stakeholders
- Any other duties required to successfully deliver the project

SCOPE OF JOB (BUDGETARY/RESOURCE CONTROL, IMPACT)

Number of employees managed/supervised: 0

Budget to be managed by this post: £0

Represent Adviza at local and sometimes regional events/meetings as required

PERSON SPECIFICATION

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KEY CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS, TRAINING AND EXPERIENCE	<p>Experience of working with NEET/ at risk of NEET young people</p> <p>Experience of working with young people in a variety of settings and from a range of social and cultural backgrounds</p> <p>Experience of working with statutory and voluntary organisations supporting young people</p> <p>Ability to liaise and develop innovative provision to engage young people</p> <p>The ability to collate information and evidence to support the outcomes of a specific project</p>	<p>Graduate and/or holds a professional qualification young person focussed discipline e.g. Youth Work, Careers Guidance, Teaching, Social Work, Education Welfare</p> <p>Experience of working with employers and educational providers</p>
WORK-RELATED PERSONAL REQUIREMENTS	<p>Ability to co-ordinate and evaluate service delivery</p> <p>A good working knowledge and usage of ICT systems</p> <p>Excellent interpersonal, presentation and communication skills</p>	<p>Familiar with client MI databases</p> <p>Familiar with project reporting databases</p>

KEY CRITERIA	ESSENTIAL	DESIRABLE
	<p>Excellent organisational skills, including ability to prioritise work and meet agreed deadlines</p> <p>Ability to think creatively and adopt innovative ways of working in order to be an effective agent of change</p> <p>Advocate for young people's rights and equality of opportunity</p> <p>Able to maintain a positive attitude within challenging environments</p> <p>A team worker who is keen to lead by example</p> <p>Committed to the development and continued learning of NEET young people</p> <p>A flexible working approach</p> <p>Commitment to quality and continuous improvement</p>	

SPECIAL FACTORS
<ul style="list-style-type: none"> • Must be prepared to travel regionally • Prepared to work out of office hours in order to respond to demands of the role • Share with BEEP, the commitment to safeguarding and promoting the welfare of all children, young people and vulnerable adults