

## Job Coach, Inclusion EB8

### Job Description

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| Job title:       | Job Coach, Inclusion EB8   |
| Department:      | Inclusion College, Inclusion Education                           |
| Starting Salary: | £24,500, Full time, 37.5 hours per week                          |
| Reporting to:    | CEO, Inclusion Education   |
| Work Location:   | Belvedere House, Basing View, Basingstoke (some travel required) |

Inclusion Education has grown significantly over the past decade, closely aligning its vision to the needs of the young people it supports and developing educational provision that is effective and sustainable. As an expansion of our successful Inclusion College a new site has been acquired, Inclusion EB8 which will become our work preparation and skills development hub to support our college leavers, and other neurodiverse young people in the community, into employment.

Working closely with the new role of Enterprise Co-ordinator and our Employability Skills Tutor, you will provide ad hoc support to young people if necessary within their newly acquired work experience placements to ensure they can overcome any barriers they may face. This will involve one to one coaching and skill development in their place of work and liaising with the employer.

As an exciting part of Inclusion EB8 we will have a live work experience offer on site as we partner with the Basingstoke Hygiene Bank. Our Job Coach will be the main lead for the day-to-day operation, growing the enterprise and establishing roles for each of the students. This exciting new venture will ensure that all young people attending Inclusion EB8 have an immediate work experience role when they start and receive a positive taste of what work experience will entail before they start their work experience placement with an employer.

### Responsibilities:

- Establishing the onsite work experience facility in partnership with the Basingstoke Hygiene Bank.
- Creating work experience opportunities for students within the onsite operation.
- Supporting and training students to carry out their onsite work experience successfully, overcoming any personal barriers they may have.
- Keep clear records and evidence of learning and personal development for all students.
- Work closely with the Social Impact Team to develop the onsite enterprise.
- Liaise with the Enterprise Co-ordinator to support individual students into external work experience placements.
- Provide ad hoc coaching and skill development support to individual students within their external work experience placement when necessary.

## Person specification

| <b>Skills, Experience &amp; Qualification Requirements</b>  |
|---|
| Strong experience of supporting neurodiverse young people and/or young people with mental health needs.   |
| Ability to inspire and motivate. Confidence to communicate with people at all levels including employers. |
| Good maths and English skills.  |
| Experience of developing enterprise (desirable).  |
| Knowledge of Microsoft Office including SharePoint.   |
| Experience of successful project management.  |
| Excellent organisational and problem-solving skills. Ability to multi-task and prioritise.                |
| Ability to adhere to regulations and standards, particularly around Health & Safety in the workplace.     |
| Full Clean Driving Licence & own vehicle  |

**This job description is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability, and employees of Inclusion Education may be asked to perform tasks and be given responsibilities not detailed on a job description.**

### **Diversity Statement**

Inclusion Education recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Organisation. We therefore aim to provide a service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

### **Health & Safety Statement**

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

### **Safeguarding Statement & Responsibilities**

Inclusion Education is committed to the safeguarding and welfare of young people and expects all employees, volunteers and third parties to share this commitment.

- The successful applicant is responsible for ensuring that all Inclusion Education's child protection and safeguarding policies are adhered to, and concerns are raised in accordance with these policies.
- This post is subject to an Enhanced DBS check, and safer recruitment pre-employment background checks (including overseas checks if applicable) prior to confirmation of appointment.

### **To apply:**

Please email your CV and covering letter to [hr@inclusioneducation.org.uk](mailto:hr@inclusioneducation.org.uk) specifying the role you are applying for.

**Closing date for applications is Friday 23<sup>rd</sup> February 2024.**

Applications are shortlisted on a rolling basis, and we reserve the right to interview and appoint before the advertised application window. We therefore encourage you to apply at the earliest opportunity to avoid disappointment.