

Springboard

Job Description and Person Specification: Volunteering and Employability Coach



Job Description and Person Specification

Job Title: Volunteering and Employability Coach

Salary: £23,369 (full time equivalent)

Contract: 1year fixed term, with a view to make permanent

Days and Hours: 25hrs a week daytime and evening in line with service delivery

Locations: Office in Horsham – work will be carried out across West Sussex

Reports to: Stepping Stones Project Coordinator

About Us

Springboard has been working with disabled children, young people and families for over 25 years. We deliver a wide range of services, support and activities in the South East, reaching over 500 families a year.


Our vision is:

A world of equality where all disabled children, young people and their families can reach their full potential.

Our mission is to:

- Facilitate and offer advice and support to disabled children, young people and their families.
- Create environments and deliver services that develop identity and build self-esteem.
- Advocate and raise awareness on disability and the barriers associated.
- Enhance children, young people and their family's physical and emotional wellbeing.

Springboard has five core values that underpin and guide the way we work in all that we do, we are:

- Caring
 - Fun
 - Inclusive
 - Passionate
 - Adaptable
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- A colorful geometric pattern of triangles in shades of blue, pink, green, and grey, mirroring the pattern at the top of the page.

Volunteering and Employability Coach

The main purpose of the job:

To deliver one-to-one sessions supporting young adults with SEND to develop the skills and confidence to gain and maintain a job or volunteering opportunity, as well as build independence, confidence, and life skills.

Taking place at our inclusive centre in Horsham as well as in the local community, the role covers topics such as how to write a CV, interview techniques, health and safety at work, professionalism as well as the opportunity to practise skills in a practical way. The post holder will provide individuals with bespoke support to create individual lifelong learning plans to help guide them through the pathway and develop the skills, knowledge and understanding they wish, relevant to their circumstances and disability.

The post holder will undertake initial meetings and provide ongoing support with the person and (if appropriate) parent/carer to consider any health issues, support networks, and any perceived barriers. Deliver person-centred planning (PCP) embedding each SEND young adult's aspirations and goals for employment, taking into account their past experiences, and support requirements. An important part of the role will be to conduct regular reviews to ensure individuals are progressing, learning, developing and enjoying the pathway as well as identify and meet any new support needs.

The role will work closely with the Project Coordinator, Springboard's Head of Operations as well as Service Delivery staff and volunteers within our SEND Children and Young Peoples Team.

The Volunteering and Employability Coach is key in the operational delivery of Springboard's strategy and help the charity achieve its vision of a world of equality where all disabled children, young people and their families can reach their full potential.

Person Centre Care and Support

- To support children and young people with disabilities, with their physical care, personal hygiene needs and daily life tasks & skills as required by their person-centred plan (PCP), ensuring that their independence is preserved and developed as far as possible and affording appropriate levels of privacy and dignity.
- To support & facilitate communication with individual's relatives, friends, professionals and other members of staff/volunteers, to ensure the continuity of quality and safety in the provision of support.
- To work within a person-centred approach to encourage children and young people to maintain maximum independence, taking into account their physical and emotional condition, as well as their current skills, personal choices & aspirations.
- To encourage & support individuals to participate in the running of the service provision.
- To help individuals with mobility and other physical or sensory disabilities and assist in using support aids and personal equipment.
- To actively encourage individuals to participate in programmes and activities as identified in their PCP.
- Where required, to administer medication in line with training received and policies/procedures of Springboard.
- To become familiar with any changes in the individuals' condition or situation at the beginning of each session/activity, as well as any associated changes in the working environment, premises or location.
- To ensure that record-keeping is maintained and updated in an accurate, timely and confidential manner.
- To report & record any incidents or events that may have an impact on the individual's PCP, liaising with the immediate supervisor (and/or any other relevant staff/volunteers) as appropriate.
- To be responsible for maintaining and improving own knowledge and skills through experience and training.
- To maintain an awareness of an individual's care plans and risk assessments relating to specific support needs, for example, dysphagia, mobility & safety.
- Where required, to escort and assist individuals in and around the service environment, as well as in the wider community.

Safety and Safeguarding

- To carry out all duties in line with Springboard's safeguarding policies and procedures.
- Maintaining high standards of environment safety, safeguarding and quality as well as ensuring an adaptable, inclusive and caring atmosphere.
- Support risk assessment for all activities, sessions and services including tailoring risk assessments to the specific needs of the individuals or group attending.
- To communicate with the Project Coordinator and ensure the safe transport arrangements for service users, staff and volunteers during sessions
- To attend and keep up to date with relevant training and qualifications to meet the role requirements, and provide high-quality service provision and outcomes for disabled children, young people and their families.
- Support the development and review of risk assessments and care plans to support disabled children, young people and their families in reaching their potential and safe working practices are in place.
- Work in line with Health & Safety and Data Protection procedures, and legislation compliance and ensure Springboard meets all statutory obligations taking prompt corrective action to address anomalies, inconsistencies or risks.
- To work within the regulatory compliance requirements applicable at the respective service.
- To participate in supervision, staff meetings and training activities (including updates) as required, sometimes off-site and outside of normal working hours.

Resources, Data and Systems

- Support with case recording, and case management alongside monitoring, evaluation and reporting in line with Springboard's systems, policies and procedures.
- Support Springboards monitoring, evaluation and case management system, ensuring that best practice use is maintained.
- Store and manage documents with the file management system concerning operation delivery.
- Ensure that records are accurately maintained and errors or duplicates are identified and corrected as required.
- Work in line with Health & Safety and Data Protection procedures, and legislation compliance and ensure Springboard meets all statutory obligations taking prompt corrective action to address anomalies, inconsistencies or risks.

General Duties

- Contribute to achieving the overall vision of Springboard
- Attend, participate and chair team meetings as and when required
- Present a professional appearance, help maintain an orderly working environment, and act at all times to uphold the reputation of Springboard.
- Ensure everyone's experience of Springboard is positive.
- Work within professional boundaries maintaining safety, safeguarding and appropriate confidentiality at all times.
- Work cooperatively with colleagues and encourage good teamwork, clear lines of communication and common practices within Springboard's teams.
- Comply with all published Springboard policies and procedures.
- Work flexibly to undertake such other reasonable duties and responsibilities, at any location within reasonable daily travel from your main place of work.
- Participate in undertaking periodic reviews of this job description for consideration by the management team and trustee board.
- Undertake any other tasks as directed by the Stepping Stones Coordinator, SEND Service Coordinators and Head of Operations.

Person Specification

Job Title: Volunteering and Employability Coach

This is a specification of the qualifications, training, experience, knowledge, skills, abilities and personal attributes that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

Qualifications and Training	
Qualified to level 3 in a relevant field, e.g. Social Care, Health, Youth Work etc.	D
GCSE grade C (or equivalent) or above in English and Maths	E
Training in first aid, disability awareness, work with children and young people.	D
Full Driving License	D

Experience	
Experience working with young adults with SEND and associated disabilities and their families, or one or more groups of vulnerable people	E
Experience in supporting young adults with SEND and associated disabilities to enhance their skills, particularly within a vocational/employment context.	D
Experience working within a QSF (Quality Standard Framework - is a set of outcome-based standards that supports organisations based on the principles of Quality, Safety, Innovation and Continuous Improvement), and monitoring service delivery against agreed targets	D
Experience in the risk assessment process, and development of strategies to tackle identified risks	D
Experience in supporting young adults with SEND and associated disabilities in a variety of settings, both internal and external; for example, in a centre, at home, in the community and on public transport.	E
Experience in record keeping – to include attendance records, assessments, progress reports, feedback, case studies and an understanding of how this high-quality data demonstrate impact.	D

Knowledge	
Understanding of the voluntary, health and social care sector and, in particular, knowledge of disabled children, young people and family services.	D
Understanding of health, social care or education services.	D
An understanding of safeguarding, professional boundaries and the challenges faced by disabled children, young people and families.	D
Understanding of young adults with SEND and associated disabilities, including inclusive ways of working, ability to communicate on different levels and supporting positive behaviour strategies.	D
An understanding of the complex barriers that young people with disabilities face and the services available for them	D

Skills and Abilities	
Able to demonstrate warmth, compassion and unconditional positive regard for the disabled children, young people and families we support and develop trusting relationships based on empathy and respect.	E
Able to work with Springboard's financial and petty cash systems and maintain accurate records in this respect.	E
Able to establish, develop and maintain constructive and professional relationships, both internal and external, with a wide variety of professionals and carers.	E
Ability to communicate effectively with multiple audiences, including young people with disabilities, parents, other professionals internally and externally – with an ability to deliver messages in an interesting and stimulating style, appropriate to each audience	E
Ability to work in a team and multi-discipline organisation; share ideas, provide and receive support; maintain positive relationships; able to communicate positively and effectively with all staff and volunteers.	E
comfortable working to targeted outcomes for young people and keep them at the heart of what we do (person-centred approach)	E
Ability to manage workload effectively whilst maintaining a healthy work/life balance.	D
Ability to reflect constructively and critically on own practice and support others to do the same.	D
Proven ability to use information technology effectively whilst willing to learn and develop (where required) new IT skills and knowledge.	E
Ability to use social media platforms, such as Facebook, Twitter and Instagram effectively whilst willing to learn and develop (where required) new skills and knowledge.	E
Excellent verbal and written communications skills, including the proven ability to deal appropriately with a range of people via face-to-face, telephone and digital communication methods.	E

Personal Attributes	
Commitment to Springboard's vision, mission and values.	E
Attentive to appropriately meeting people's needs	E
Positive, dynamic and energetic	E
Proactive with a flexible approach to change	E
Willing to work evenings and weekends	E

Conditions of employment

In light of legislation (Section 8 Asylum and Immigration Act, January 1997), as a condition of being able to commence employment with Springboard, the successful candidate will be required to provide documentation to prove that they can work in the UK.

Probation

The appointment is subject to a probation of six months.