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| **Job Description**  |

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| **Job Details** |
| Job Title | Senior Lead Consultant (Job Coaching) |
| Location: | Aberdeen (DFN Project SEARCH University of Aberdeen) |
| Line Manager:  | Depute Chief Executive Officer  |

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| **Main Purpose of Job** |
| Lead the DFN Project SEARCH team to achieve and maintain high job outcome targets.* Provide direct line management responsibility to the VIAS Project SEARCH Lead Consultant (Job Coaching).

Identify and prioritise the development of employer engagement for Project SEARCH.Build strong employer relationships to support the progression of interns into employment and/or modern apprenticeships. * Build, nurture, and progress relationships with strategic partners.
* Coordinate meetings, including setting agendas, dates, and chairing meetings where appropriate.
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| **Duties and Responsibilities** |
| **Strategic*** Communicate effectively with the DFN Project SEARCH team, including with Tutor, Job Coach, host business and steering group partners.
* Manage intern recruitment yearly, including marketing and promotional activity, engaging with referral organisations, plan and implement interview process to deliver quality candidates.
* Be responsible for key VIAS strategic input to organisational objectives and take a leadership role in their implementation.
* Follow the latest developments in Scotland and stay up to date on all activities that relate to people with learning disabilities and/or autism.

**Operational*** Undertake job coaching role to individuals on DFN Project SEARCH within various internships throughout the University of Aberdeen and any external placements.
* Provide ongoing support to individuals through discussion with employers, carers and other agencies and professionals as appropriate.

**Administration*** Administer and manage Access To Work claims and/or other funding revenue that supports income generation and sustainability of DFN Project SEARCH.
* Ensure the successful completion of all paperwork as required as per the DFN Project SEARCH license

**Other requirements*** Support the Depute CEO and CEO in exploring opportunities to further develop the financial sustainability of DFN Project SEARCH, including developing procurement bids, funding applications and identifying potential corporate sponsorship for DFN Project SEARCH.
* Ensure that the values of VIAS and all policies and procedures are adhered to and championed.
* Attend all team meetings, trustee meetings and supervision as required
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You can find details of the organisational structure of Values Into Action Scotland as an appendix.

Applications in the form of a CV with a covering letter will be accepted until the close of business on Monday 22 February 2021. Please ensure that you cover all the elements of the job description and person specification within these two documents.

Individuals being invited to interview will hear by email by Monday 1 March 2021.

Interviews will take place via Zoom on 10 March 2021. This will comprise of a short presentation to Project SEARCH interns followed by a formal interview with a designated panel of Project SEARCH partners. Times for both will be given in the email sent on 1 March.

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| **Person Specification**  |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Specific qualification is not a requirement for the role, but an appropriate level of general education is expected
 | * Professional memberships of a relevant body
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| **Relevant Experience/Knowledge**  | * Previous experience of successfully delivering supported employment and/or employability programmes is essential.
* A proven track record of proactive and successful employer engagement in relation to securing job opportunities and work placements across a range of industries and sector is essential.
* Demonstrable skills and experience of using a range of social media platforms and innovative engagement techniques that will support the development of partnerships in the local community and generate interest in the programme
* Proven track record of successfully building effective relationships and partnerships with external organisations across a range of industries and sectors.
 | * Knowledge/willingness to learn of the issues and experiences of people with learning disabilities and/or autism.
* Proven track record of identifying sources of funding and developing successful funding applications.
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| **Skills and Abilities**  | * Demonstrable skills required to successfully under a line management role
* Demonstrable communication and presentation skills, both verbal and written
* Proven track record of being able to multi-task and problem solve, with experience of being able to work in an autonomous capacity on own initiative and as part of a team.
* Strong IT skills including use of MS Office packages, Teams, email, internet and other online platforms
* Ability to identify, prioritise and deliver a varied work programme
* Demonstrable ability to relate to people with learning disabilities and/ or autism
 | * Experience of successfully undertaking a line management role and providing motivation, leadership and guidance to member(s) of a team
* Leadership capability with a proven track record of collaborating effectively across a range of sectors and organisations
* Ability to identify, prioritise and deliver a varied work programme suitable for individuals with learning disabilities/autism
* Able to understand and propose solutions by focussing on customer requirements
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| **Personal Attributes** | * Results oriented team player with a ‘can-do’ attitude
* Actively demonstrates the values held by VIAS
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| **Working with Values into Action Scotland** |
| **Salary Range** |  Up to £????? per annum depending on experience  |
| **Hours of work** |  35 hours per week  |
| **Duration of Contract** | 1 year initially  |
| **Pension Scheme** | Pension allowance of up to 6% of gross salary, matched by the employee’s contribution  |
| **Leave**  | 32 days paid leave per annum inclusive of public holidays |
| **Other Information**  | The Job Description is purposefully intended to be of a general nature, defining the main elements of work required for the successful operation of the work of VIAS.It is recognised that changing circumstances will have a direct bearing on the balance of duties at any particular time. As part of a continuing process, objectives and priorities will be kept under regular review.  |

