



Job Description

Job Details	
Job Title	Lead Consultant (Job Coaching)
Location:	Renfrewshire with travel across the West of Scotland
Line Manager:	Depute CEO

Main Purpose of Job

We are looking for a competent Job Coach to help people enhance their strengths and develop their job skills. You will work with people and their employers to provide a comprehensive service that benefits both employee and employer.

A Job Coach must be a mentor eager to support their fellow people. You must be able to discover people’s strengths and support needs and identify what works best for them and their employer. Having communication skills partnered with critical thinking are prerequisites for this job.

- ### Duties and Responsibilities
- Strategic**
- Establish and maintain good relationships with a range of relevant stakeholders, and represent VIAS in external meetings
 - Monitor and evaluate developing trends in the supported employment sector that will need to be supported by developing knowledge and skills within the supported employment workforce
 - Develop appropriate networking relationships that will enhance the job role and the business opportunities available for VIAS
- Operational**
- Use a person-centred approach to collect relevant information about the person’s aspirations, interests, and abilities for work
 - Create individual flexible employment plans
 - Support individuals to find suitable employment
 - Market to employers
 - Enable employers to recruit disabled candidates
 - Provide training and on the job support that is appropriate and effective and encourages workplace independence and progression



<ul style="list-style-type: none"> • Support employers to make reasonable adjustments and utilise assistive technology that are appropriate to each client’s needs • Support individuals to participate in the employer’s typical induction, training, probation, performance and development procedures and processes • Encourage employers’ staff to take up training so that they can provide natural support strategies. <p>Administrative</p> <ul style="list-style-type: none"> • Monitor and evaluate progress of people including data collection • Keep records and documentation and prepare appropriate reports • Promote the job coaching service through various means, including networking and digital media e.g. website; twitter etc. • Support the day to day functioning of the VIAS office, including the answering of phones <p>Other requirements</p> <ul style="list-style-type: none"> • To commit to uphold VIAS’s values, demonstrating them in day-to-day duties • To comply with VIAS’s policy and practice requirements as outlined in the Staff Handbook including Health & Safety, Adult Safeguarding, Equal Opportunities and other relevant policies and procedures • To be accountable to the Development Lead, positively engaging in supervision and support processes and liaise with other staff as a positive member of the VIAS team, through team meetings and general day to day working
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Person Specification	
Qualifications	<ul style="list-style-type: none"> • A PDA in Supported Employment or a willingness to work towards this
Relevant Experience/Knowledge	<ul style="list-style-type: none"> • Proven experience as a Job Coach • Experience in working with people with learning disabilities and/ or autism • Experience in developing employment plans • Ability to adhere to regulations and standards • Respect to diversity



	<ul style="list-style-type: none"> • Ability to inspire others
<p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Leadership capability with the capacity to collaborate effectively across and out with organisations • Demonstrable communication and presentation skills, both verbal and written • Outstanding communication and interpersonal skills • Excellent organizational and problem-solving ability • Ability to multi-task and problem solve, working in an autonomous capacity • Strong IT skills including use of MS Office packages, email, internet • Ability to identify, prioritise and deliver a varied work programme • Able to understand and propose solutions by focussing on customer requirements
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Results oriented team player with a ‘can-do’ attitude • Actively demonstrates the values held by VIAS • Values, ethics, and skills essential to social care practice



Working with Values into Action Scotland	
Salary Range	Up to £25,569 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.
Continuing Professional Development (CPD)	Opportunity to undertake a range of qualifications to further develop your skills. This includes an e-learning platform for staff to enhance continuous learning and we also provide routeways to apprenticeships – Modern Apprenticeships to Graduate Apprenticeships.
External Support Service	VIAS provides an autonomous external counselling service for staff. This support can include coaching, mediation, mindfulness, counselling, and counselling.
Employee Benefits Platform	The Sudexo platform provides an opportunity for staff to save on their favourite retailers, holidays and more.
Other Information	<p>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.</p> <p>Applicants will be required to complete a disclosure/ Protecting Vulnerable Groups check if their application is successful.</p>



	<p>It is recognised that changing circumstances will have a direct bearing on the balance of duties at any time. As part of a continuing process, objectives and priorities will be kept under regular review.</p>
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