



### Job Profile

<b>Role Title</b>	Development Coach (2 x full-time posts available)
<b>Team</b>	Communities Team (Aberdeen)
<b>Salary</b>	£24,964 - £28,376 (depending on experience and qualifications)
<b>Working hours</b>	36.25 hours per week (full-time)
<b>Location</b>	Marywell Centre, Marywell Street, Aberdeen City

**Why?** – To prevent poverty and increase access to resources that will support people to shape and build positive futures for themselves

**What?** – Supporting people of all working ages in their local communities to find solutions using engaging activities including accredited learning through which they can increase confidence, build routine, meet new people, learn new skills, and gain qualifications to enable them to progress to into education, training, and employment.

### Key Competencies

- Build meaningful relationships with clients based on honesty, compassion, and trust
- Empower, encourage, and inspire clients, enabling them to gain confidence and self-awareness using a strengths-based approach and tools such as accredited learning
- Ability to actively listen and communicate respectfully and appropriately with clients and others involved in their lives
- Ability to develop personal action plans with clients to aid ownership of their own development and progression
- Negotiate for the resources and funding required to achieve successful outcomes for clients, and provide budgeting and administrative information
- Seek out external support services where necessary to further support any additional barriers clients may have
- Ability to regularly and accurately update, record and monitor data and client's progress to ensure administration of evidence required for accredited learning
- Contribute to "impact" recording of the service through data collection

### Behaviours

- Demonstrates a belief in people and their potential, and understanding of the ways that people can recognise and achieve their ambitions
- Models inclusive behaviour when interacting with clients, the team, and all stakeholders
- Solutions focused; appreciates and supports teamwork and flexibility
- Understands the value of having a sense of belonging to your local community
- Non-judgemental and empathetic; commitment to seek out the best approach to support clients whilst allowing flexibility to work with additional client barriers
- Excellent organisation, communication and influencing skills; able to work in partnership with other agencies and stakeholders
- Comfortable working autonomously, take responsibility within own remit and remain calm whilst multitasking, sometimes under pressure or to deadlines
- Versatility and willingness to engage with change when necessary

## **Qualifications & Experience**

- Qualification in a relevant discipline and/or demonstrable experience in a specialist area such as employability, training, education, careers or health and social care
- Proven track record of successfully supporting people towards employment, training, volunteering or education
- Working knowledge of (or willingness to learn about) the impact of mental ill health and drug and alcohol misuse, the criminal justice and welfare benefits systems
- Knowledge of local community resources and ability to connect people to them in ways that work for them
- Knowledge of boundaries and needs around confidentiality and data protection
- Knowledge and understanding of equalities and diversity
- Competent digital skills including but not limited to Microsoft Office