|  |
| --- |
| **Job Description** |

|  |  |
| --- | --- |
| **Job Details** | |
| Job Title | Lead Consultant (Job Coach) Triple E |
| Location: | Aberdeen |
| Line Manager: | Development Lead (Grampian) |

|  |
| --- |
| **Main Purpose of Job** |
| To contribute to the delivery of a successful employment focussed Employability programme with the aim of supporting people aged 16 + with learning disabilities and/ or autism sourcing employment of 16 hours per week or more.  The successful candidate will work with the Triple E team and local employers to assist individuals to maximise their opportunities to find meaningful and sustainable employment. This post is funded through ABZ Works and Aberdeen City Council. |

|  |
| --- |
| **Duties and Responsibilities** |
| **Strategic**   * Establish and maintain good relationships with a range of relevant stakeholders, and represent Triple E Aberdeen in external meetings * Monitor and evaluate developing trends in the programme * Develop appropriate networking relationships that will enhance the job role and the business opportunities available for Triple E Aberdeen   **Operational**   * Follow the five-stage supported employment framework to provide high quality supported employment support for people with learning disabilities and/or autism * Identify individual’s strengths and support needs and identify what works best for them and their employer * Determine the most appropriate support mechanisms and/ or allowances required by individuals to achieve employment * Create individual flexible employment plans and career plans based on a person's needs and aspirations * Proactively engage with individuals, families, external partners and regulators to establish reciprocal relationships * Support individuals to find suitable employment * Market to employers * Enable employers to recruit individuals on the Triple E programme * Provide training and on the job support that is appropriate and effective and encourages workplace independence and progression * Support employers to make reasonable adjustments and utilise assistive technology that are appropriate to everyone’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.   **Administrative**   * Monitor and evaluate progress of people including data collection * Keep records and documentation and prepare appropriate reports * To promote Triple E Aberdeen through various means, including networking and digital media e.g., website, twitter etc. * To support the day-to-day functioning of the service   **Other requirements**   * 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 |

|  |  |
| --- | --- |
| **Person Specification** | |
| **Qualifications** | * A PDA in Supported Employment or a willingness to work towards this |
| **Relevant Experience/Knowledge** | * Proven experience as 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 * Ability to inspire others |
| **Skills and Abilities** | * 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 |
| **Personal Attributes** | * 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 £26,445 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.    VIAS staff have access to an employee benefits scheme; continuous personal development; a suite of e-learning opportunities and a confidential employee counselling service.    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. |