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| **Job Description**  |

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

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| **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. |

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| **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
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| **Person Specification**  |
| **Qualifications** | * A PDA in Supported Employment or a willingness to work towards this
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| **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
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| **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
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| **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
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| **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.   |