



**WARRINGTON**  
Borough Council



**European Union**  
European  
Social Fund

## **JOB DESCRIPTION**

**DIRECTORATE:** Families and Wellbeing

**SERVICE:** Education, Early Help and SEND

### **POST DETAILS**

Job Title: Job Coach (Journey First)

Grade: Grade 5

Location of Work: 1 Time Square and outreach locations across Warrington

Directly Responsible To: Journey First Team Leader

Hours of Duty: 37 hours per week

### **PRIMARY PURPOSE AND SCOPE OF THE JOB**

The post holder is responsible for the requirements to support the successful delivery of the European Social Fund project Cheshire and Warrington Journey First supporting young people and adults with complex needs into employment.

The post holder will support residents with a range of complex barriers to progress in their life, find work and progress in work. They will provide guidance and coaching within a case management approach using the Place and Train model of Supported Employment. Also to have a good grasp of local labour market intelligence and an ability to engage with employers to broker job opportunities and providing the support necessary to sustain the job. The primary purpose of the role is to provide the support necessary to the individual and employer in order to develop and maintain a sustainable job.

## **WORKING RELATIONSHIPS**

Work with Warrington Borough Council senior managers, schools, colleges, independent specialist schools, employers (private and public sector), voluntary organisations, private training providers and other organisations delivering employment and SEND related activity and support.

## **KEY TASKS AND ACCOUNTABILITIES**

1. To support young people and adults with complex needs to move into work as quickly as possible and then to help sustain them in work, including vocational profiling, developing personal action plans, planning and accessing training requirements, meeting support needs and other practical requirements for employment, including independent travel.
2. To actively case manage participants, including partnerships with existing and potential support networks (e.g. family, other agencies / services). This will include proactively seeking out opportunities, making connections with potential employers, maintaining contact and levels of motivation and generally driving the journey to employment within a timely framework and in line with contractual output schedules.
3. To ensure that transitions to work are sustained by maintaining regular contact with both the employee and the employer, providing on the job training/support as required, and carrying out regular progress reviews.
4. To undertake vocational profiling of customers taking account of skills, employment history, health, life circumstances and preferences.
5. To encourage participants to recognise their work ethic; take personal responsibility and develop appropriate habits and attitudes conducive to securing and maintaining employment.
6. To support young people and adults with complex needs in making a successful progression to employment with training or education through assistance with employability skills and particularly with support with the completion of curriculum vitae, application forms and preparing for interviews.
7. To carry out risk assessments of volunteering and work placement opportunities to ensure the health and safety of participants and that appropriate experience will be gained and progress made. To highlight and escalate any issues as appropriate.
8. The post holder must carry out the duties with full regard to the Council's Corporate Plan, the Corporate Equality and Diversity Policy, Health and Safety Policy and Social Inclusion Strategy.

9. To carry out all duties with due regard to confidentiality and data protection regulations.
10. To undertake such additional duties as are reasonably commensurate with the level of this post.

### **REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**Date Job Description prepared/revised:** Tim Smith August 2020

This role is funded by the European Social Fund.