



**WARRINGTON**  
Borough Council



**European Union**  
European  
Social Fund

## **PERSON SPECIFICATION**

### **NOTE TO APPLICANTS:**

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

**JOB TITLE:** Job Coach  
**GRADE:** Grade 5  
**DIRECTORATE:** Families and Wellbeing  
**SERVICE:** Education, Early Help and SEND

### **CRITERIA:**

#### **Experience**

- Experience of working with vulnerable young people and/or adults, supporting them into employment or training (D), AI
- Experience of setting up employment/work experience placements for vulnerable young people and/or adults (D), AI
- Experience of working with a wide range of people/organisations, recognising their different priorities/perspectives (E), AI
- Experience of working within a performance based environment and a highly structured outcomes/based framework (E), AI
- Experience of vocational profiling of participants, taking account of skills, employment history, health, life circumstances and preferences (D), AI
- Experience of setting up and delivering projects to engage and work with young people and/or adults (D), AI
- Experience of working with employers, especially negotiating and providing solutions to employment based issues (D), AI

## **Skills and Abilities**

- Effective communication skills, with the ability to communicate important information to project participants, Council managers, and delivery partners in a format which can be understood – oral and written (E), AI
- Ability to empathise and support people of different backgrounds and complex needs (E) AI
- Ability to be solution focused, finding new ways to support, encourage and deliver pathways into employment for vulnerable people (E) AI
- Good organisational skills with an ability to manage a busy caseload, prioritise and work effectively to tight deadlines, using your own initiative (E), AI
- Ability to research local employment opportunities and able to provide clear pathways into getting into a job (E), AI
- Ability to work as a member of a team (E), AI
- Ability to complete complex paperwork to meet government funded contract requirements (E), AI
- Ability to use Windows software applications, including experience of using databases (D), AI
- Ability to undertake risk assessments of employer's premises and design of employment / work placement opportunities (D), AI

## **Education/Qualifications/Knowledge**

- Qualifications to at least NVQ Level 3 (E), A
- Information, Advice and Guidance qualifications or equivalent experience supporting people into employment (D), A
- Knowledge and understanding of safeguarding issues (E), AI

## **Other Requirements**

- An Enhanced DBS disclosure will be carried out for this post (E), AI

## **Commitment to Equal Opportunities**

- Ability to understand and demonstrate commitment to equality and diversity (E) AI
- Commitment to the promotion of Equal Opportunities policies (E) A,I

## **Commitment to Service Delivery/Customer Care**

- Proven customer service skills, working sensitively and appropriately with a wide range of people and stakeholders (E), AI
- Exercise high levels of confidentiality and integrity around service users and partner relationships (E), AI
- Able to undertake appropriate training as necessary (E), AI

## **Methods of Assessment key**

**A = application form, C = Certificate, E = Exercise, I = Interview,  
P = presentation, T= Test, AC = assessment centre**