

Role Description



Job Title	Personal Development Coach
Service	Thrive (Suffolk Skills and Employment Service)
Responsible to	Operational Co-ordinator
Reporting Roles	Not applicable
Purpose	To support the delivery of Thrive (Suffolk Skills and Employment Service)
Base	The role will be based at our Head Office in Martlesham Heath, Suffolk
Salary Range	£23,768
Working Hours	Full time (37.5 hours per week)

Job Overview

The purpose of this role is to deliver advice, guidance and associated support.

We are looking to recruit a person that has the skills and ability to manage and support a caseload within the service, helping individuals to address and overcome barriers to training and employment related activity. Such barriers may include:

- Poor mental health
- Wellbeing issues
- Lack of confidence
- Trauma
- Other complex needs

As well as assisting with the issues already identified, the successful applicant will be expected to act as a Mentor to individuals, working with them on a 1-2-1 basis, helping to embed learning and change behaviours. In addition, the post holder will assist with the promotion and marketing of the service.

Applicants should be aware that as a brand new service, the role is likely to change and evolve over the period of delivery.

Responsibilities and Duties

- Deliver advice, guidance and associated support to service users and colleagues.
- Responsible for managing and supporting a caseload, many of which will be vulnerable service users.
- Providing relevant information to the Operational Co-ordinator on the performance of the service.
- Generating effective working relationships with other local providers.
- Ensuring that support is delivered in a way that empowers individuals to take ownership of their lives.
- Liaising with relevant partner agencies in order to meet the needs of the individuals and increase the options available to them.

Skills, qualifications, knowledge and understanding required

- Risk assessment and risk management
- An ability to work in a solution focused way
- Ability to challenge and change entrenched patterns of behaviour
- Confidence to challenge other service providers.
- Working to targets and deadlines

- Safeguarding Adults and Children
- Ability to make good quality case notes, uploaded within the relevant time scales

Additional requirements

- Must have a full driving license and access to own transport as the role will cover Ipswich and Babergh/Mid Suffolk