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| **Job title:** Employability Coach  **Reporting to:** Access and Participation Manager  **Base:** Cross-College |
| **Hours** 37 hours per week, 52 weeks per year  **Contract Type** Support – **Fixed term till April 2026**  **Holidays** 20 days per year subject to service increases plus 6 College closure days where applicable and 8 statutory days per year  **Salary** £26,174 per annum |
| **Job Purpose**  The Employability Coach will play a pivotal role in supporting young people aged 17–21 who are not in education, employment, or training (NEET) to overcome barriers and progress into positive destinations. Working as part of the Youth Guarantee initiative, the coach will provide tailored 1:1 support, group sessions, and employer engagement to build confidence, skills, and aspirations.  This role may require occasional evening or weekend work. |
| **Key Responsibilities**   * Provide personalised coaching and mentoring to young people to support their employability journey. * Conduct initial assessments and develop individual action plans with clear, achievable goals. * Deliver engaging employability workshops covering CV writing, interview skills, job search techniques, and workplace behaviours. * Build strong relationships with local employers, training providers, and support services to create progression opportunities. * Support young people to access work experience, volunteering, apprenticeships, and job opportunities. * Monitor and record progress, maintaining accurate and confidential records in line with data protection policies. * Work collaboratively with internal teams and external partners to ensure a joined-up approach to support. * Promote the Youth Guarantee offer through outreach, events, and community engagement. * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload. |
| **PERSON SPECIFICATION** |
| **Competencies**  **Essentials**   * Excellent interpersonal and communication skills. * Ability to motivate and inspire individuals to achieve their goals. * Organised, proactive, and able to manage a caseload effectively. |
| **Knowledge & Experience**  **Essentials**   * Knowledge of Microsoft systems * Administration procedures and systems * Positive engagement strategies with working with hard-to-reach young people. * Experience working with young people in a coaching, mentoring, or advisory capacity. * Strong understanding of the barriers faced by NEET young people and strategies to overcome them. * Knowledge of local labour market and progression pathways.   **Desirables**   * Experience of working in the FE Sector * Health and Safety knowledge * Familiarity with safeguarding procedures and working with vulnerable groups. |
| **Qualifications**  **Essentials**   * Level 2 English * Level 2 Maths   **Desirables**   * A full driving licence and access to a vehicle may be required. * Relevant qualification in careers guidance, youth work, or coaching. |