

Job Title:	Change Coach
Location:	Head Office Base in Truro, working across Cornwall
Salary banding:	£19,000 - £21,000
Contract type:	17.5 hours per week Fixed term contract until October 2019
Responsible to:	Change Coach Manager

Main Purpose of Job:

Working on the Positive People project you will be part of a team of wounded, injured or sick military veterans who are inspiring people to make positive change in their lives. You will assist the Change Coach Lead to deliver courses across Cornwall. Delivering confidence and motivation training you will assist participants in their journey towards employment.

Positive People is part of the national Building Better Opportunities programme which is funded by Big Lottery and European Social Fund and aims to help people who are unemployed and economically inactive to overcome their barriers to participation in work, training and education. Pluss are the Lead Partner.

Key relationships:

Internal	External
Active Plus Managing Director	Pluss
Active Plus Chief Executive	All other Positive People delivery partners and other organisations that can support participants
Active Plus Operations Manager	
Active Plus Office Manager	Referral organisations e.g. Jobcentres, NHS, Housing Associations, Voluntary and Community sector organisations
Change Coach Manager	
Change Coach Lead	Project participants
Volunteers	Local employers

Main Duties and Responsibilities:

- Assist the Change Coach Lead and Change Coach Manager to deliver engaging confidence and motivation courses to members of the community across Cornwall
- Engage with participants who have joined the Positive People programme, helping them to connect with their communities as a means to improve wellbeing and prospects of employment (e.g. through volunteering)
- Work as part of a team of deliverers to inspire, motivate and engage participants through Active Plus courses ensuring that courses are inclusive and meet the needs of the participants
- Deliver relevant training activities as required by the Change Coach Manager

- Engage with local communities to build a strong network of support, participants and employers
- Complete tasks as directed by the Change Coach Manager to make telephone calls, book venues and speak to partner organisations
- Adhere to policies and processes set by Active Plus and Pluss
- Develop and maintain effective relationships with other partner organisations
- Assist with training new volunteers joining the Positive People delivery team
- Assist with the delivery of end of course presentations for each cohort
- Ensure all financial, administrative and compliance processes are adhered to at all times, seeking advice and support from the Change Coach Manager as appropriate
- Ensure that data protection guidelines are followed at all times

Person specification

Skills, knowledge and experience		
Essential	Desirable	How identified
Experience of delivering training.	Teaching or training qualification.	CV Personal statement Interview
Experience of effective working with partner agencies.	Knowledge of the local labour market and current opportunities available for employment and training.	CV Personal statement Interview
Ability to communicate with a wide range of audiences.		Personal statement Interview
Sound knowledge of the Microsoft Office suite.	ECDL qualification or similar.	CV
Experience of working within the community and supporting participants to achieve their goals.	IAG or coaching qualification.	CV Personal statement Interview
A knowledge and understanding of the challenges faced by wounded, injured or sick military veterans.	Experience of the armed forces or of working with organisations who support the armed forces.	CV Personal statement Interview
Experience of working to strict deadlines whilst ensuring that all work is effective and compliant.	Experience of European Social Fund or grant funded delivery.	CV Personal statement
Current clean driving licence and access to a vehicle for business use		

This role is eligible under the exceptions to the Rehabilitation of Offenders Act and will therefore require the successful applicant to complete an Enhanced Disclosure and Barring Service check (DBS).