



Job Title:	Who Dares Works Employability Skills Coach
Location:	West Cornwall
Salary banding:	£24,500 - £26,500 per annum
Contract type:	Full time; Job Share or Part Time contract available (3 – 5 days would be considered). Fixed term contract to 31 st March 2023
Responsible to:	Who Dares Works Project Manager

Main Purpose of Job:

Who Dares Works is an exciting, collaborative project that is funded by the National Lottery Community Fund and the European Social Fund, led by Active Plus and delivered by a partnership of social enterprises.

As a key member of the Active Plus “Who Dares Works” project management team, you will play a critical role in supporting the progression of project participants into education, training and work and in doing so helping the Project deliver its quality and performance objectives.

Working with the Project Manager, you will develop positive relationships with project participants and provide support on all aspects of employability.

We are looking for someone who understands employers needs and who has the ability to support participants to develop their skills and move either towards or into employment.

Key Relationships:

Internal	External
<ul style="list-style-type: none"> • Who Dares Works Project Manager • Who Dares Works Partnership and Communication Manager • Who Dares Works Finance • Who Dares Works Project Support • Active Plus Management Team • Active Plus Who Dares Works Delivery Team 	<ul style="list-style-type: none"> • Who Dares Works Participants • Who Dares Works Project Delivery Partners • Who Dares Works Stakeholders including funders, employers and referral partners • Who Dares Works Strategic Partners





Main Duties and Responsibilities:

- Provide one to one support to participants to search for relevant job vacancies, devise CV's, complete applications and prepare for interview, giving them the best opportunity of success.
- Develop and facilitate engaging group workshops for programme participants, as required. Areas of delivery could include job readiness, transitioning into employment, sustaining employment etc.
- Build and maintain positive relationships with local employers to gain their support for Who Dares Works through job opportunities, work placements and other work-related offers. You will play a crucial role in supporting Project participants to access employment opportunities.
- Identify externally funded training opportunities and support Project participants to access them.
- Build positive relationships with work-related activity partners to understand their delivery and how it supports participant employability and their prospects of employment.
- Work with the whole Who Dares Works workforce to raise awareness of employment and training opportunities and key local labour market activity/intelligence.
- Be an ambassador for Who Dares Works and Active Plus
- Complete relevant project paperwork accurately and on time
- Comply with all relevant project and company policies and procedures
- Ensure that data is processed in accordance with the General Data Protection Regulation at all times
- Undertake other project duties as requested



Person Specification:

Skills, Knowledge and Experience		
Essential	Desirable	Evidenced Through
Proven success in supporting people into employment.	Experience of grant funded back to work programmes.	CV Personal Statement Interview
Experience of working with individuals with multiple barriers to identify transferable skills,, prepare CVs, assist with job applications and reach job readiness.	Coaching or IAG qualification or willing to work towards this.	CV Personal Statement Interview
Previous experience in an external relations, partnership, employability or HR role.	Experience of working with military veterans.	CV Interview
Excellent interpersonal skills, including the ability to relate to and communicate with a broad range of people and groups. You must be able to provide examples that demonstrate your competence in this area.	Experience of managing a caseload of competing priorities.	CV Interview
Excellent digital skills including demonstrable use of Office 365. High level of written English.	ECDL or similar qualification.	CV Interview
Current clean driving licence with access to a vehicle for business use and the ability to travel in the West of Cornwall.		CV



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).

Application Process:

To apply for this role please submit the following documents via email to Laura Truckle laura@activeplus.org.uk

1. A CV of no more than two sides of A4 and
2. A Covering Letter of no more than two sides of A4 detailing why you would be suitable for this role

This post is funded by the National Lottery Community Fund and the European Social Fund