**Job Coach**

* **Starting salary: £20,300 pro rata rising to £22,138 pro rata after training**
* **Hours: 35/37.5 hours per week**
* **Location: Bristol and surrounding area**

**Would you like to be involved in work that really changes people's lives?**

If the answer is yes, now could be your opportunity as exciting roles are now available with Sixteen Co-operative Ltd. We are recruiting new Job coaches to join our dynamic, caring and growing social enterprise based in Bristol

Our team of Job Coaches support people who have learning difficulties and/or are autistic to find employment. We follow evidence based Supported Employment practices and processes in order achieve the best results for the people we support.

We believe everyone can work given the right support.

As we expand our capacity in Bristol and surrounding areas we are on the lookout for individuals who share our passion, interest and enthusiasm for this work

**The Role:**

Supporting people in work is extremely rewarding and we are looking for people who can rise to the challenges of this job. You need to be resourceful, confident, able to communicate well and happy to try new things. You’ll be confident with IT, an excellent team player though able to work independently when needed. Of course it helps if you have a sense of humour.

A day in the life of a job coach may start with you coaching someone working in a supermarket, then liaising with employers to explore job vacancies, applying for a job and then meeting with a job seeker to work through their route into work. This is not an office-based job, so you must enjoy meeting new people and learning new skills.

The tasks include a wide spectrum of activities which may be:

* Discovery
* Vocational profiling
* Job searching
* On-job coaching
* Employer engagement
* Family liaising
* Interview support
* Retention support
* Delivery of training programmes (on-line and face to face)
* Access to work

You will join a friendly, supportive and committed team. We offer a pension scheme and flexible working policy to all employees. Sixteen has a commitment to training and on-going development of our employees.

* Competitive rates of pay
* 28 days holiday (pro rata) with additional ‘long service’ leave entitlement
* Pension
* Flexible working policies
* Regular training and supervision
* A real say in the development of the organisation

**Career progression:**

Career progression is very important to Sixteen and five of our seven programme seniors have progressed through from a job coach position.

On joining us you would be supported through our Job Coach Development training programme which typically lasts about a year and leads to Band 2 job coach status and a salary increase. Sixteen, also recognises the importance of continued professional development for all team members, so support and training continues and will include access to a formal job coaching qualification. See our job pack for more information

**Application**

**Please visit our website** [www.sixteencoop.co.uk](http://www.sixteencoop.co.uk) **for information about Sixteen.**

Please send a CV and a cover letter to admin@sixteencoop.co.uk by **Monday 11th July 9am**

**Your cover letter should include ‘Why I would make a great Job Coach.’**

**Please include your availability for interviews on Thursday 14th July and week commencing 18th July**

Please mark the email subject box:  **Job coach application June 22**