



Job Description:

Lead Employment Coach (Full-Time Position)

Salary:	£25,000 – 30,000
Work Hours:	9am to 5pm
Location:	Warrington Road, Croydon CR0 4BH
Reporting to:	Project Manager

Purpose:

To develop relationships with businesses to assist in their recruitment and hiring needs.
To establish and maintain activities to develop, locate, and secure job openings.
To initiate and sustain ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies to promote programmes. To have an understanding of how to target different industries and feel confident making cold calls to potential employers and explaining the benefits of a partnership with the The Write Time. The ideal candidate understands how to target different industries through a business-to-business service as a professional and has a demonstrated track record of success.

Mission Statement:

To deliver the highest quality provision of education and support to help people thrive in their challenging environment.

Our Values:

Quality: The Write Time is committed to ensuring that all operational activity evidences a high quality service, customer satisfaction and positive impact on individual's lives.

Support: Ensuring that all young people have someone within The Write Time that is a positive role model who they can trust, listen, and direct them on the right path.

Education: The Write Time will allow young people to find their self-belief and confidence to want to succeed the best they can in education.

Environment: The Write Time will empower young people through Personal Development activities to stretch their comfort zones to better their lives.

Raising the Profile: The Write Time will become the provider of choice (in London) for prime contractors, Local Authorities, employers and Central Government.



Main Duties

Observing and assessing Employment Coaches' performance.

Take the lead in supporting beneficiaries through an ongoing one-to-one or group relationship. Serve as a positive role model.

Work alongside the Line Manager in the planning, implementation, and evaluation of the service provision in line with our contracts.

Identifying growing employment sectors and potential employers.

Maintain contact and dialogue with these employers and responding to their concerns.

Match and refer job ready applicants to employer vacancies.

Create an online apprenticeship application system by having employers and training provider's information available to our beneficiaries.

Direct responsibility to monitor and support employment placements of our beneficiaries.

Build relationships with beneficiaries by participating in activities relevant to their emotional, social, academic, domestic, and professional needs.

Empower beneficiaries to improve their life skills through personal development.

Provide assessments to ensure beneficiaries get the appropriate training needed to succeed in apprenticeships.

Ensure all IAG offered to beneficiaries is delivered in line with TWT policy and procedures.

To keep accurate and up to date records of young people's support undertaken and outcomes achieved, including report writing and timely submission.

Respond in a suitable manner to the welfare of young people including child protection and vulnerable young adult issues, liaising with multiple agencies, incl. social services, priority learner team, completing all relevant paper-work requested by said agencies pertaining to the young person.

Enable beneficiaries to manage risk and access relevant support to make positive changes and develop skills.



To plan, coordinate and run meaningful group work and 1:1 personal development and employment sessions with beneficiaries.

Responsible for offsite mentoring as and when required along with submission of appropriate evidence and documentation as part of this role and covers various London Boroughs, flexible to changes of location.

To carry out any other reasonable requests by management, consistent with the nature the role.

Take ownership of personal continuous professional development (CPD) to maintain professional standards.

To accurately record and monitor data.

Be able to work independently with regular appraisal.

Be willing to work outside normal hours from time to time.

In Common with other staff:

To read and support all The Write Time policies including safeguarding and equal opportunities and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in our services.

To carry out all duties in accordance with Health & Safety and safeguarding requirements.

To ensure that the highest standards are provided at all times.

Promote a vibrant culture with an uncompromising commitment to excellence and fully integrated support and development services, reflecting the needs of those accessing the service.

To work as a part of a multi-disciplinary team that works with beneficiaries to help identify and meet their personal, social, learning and work needs

Follow the lead from line management to ensure that all performance and contractual targets are met and exceeded ensuring that all client data is recorded in a timely and accurate manner.

Your approach to work should demonstrate and reflect The Write Time's values.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the line manager, within the grading level of the post and the competency of the post holder.