**Job Title:** SENDEmployment Coach  
**Reporting To:** Head of Programmes, MoveForward  
**Location:** Medway  
**Contract:** Permanent, full-time (37.5hrs per week) **Starting salary: £**31,555  
**Start date:** As soon as possible

**Interested applicants are invited to email** [**jobs@thinkforward.org.uk**](mailto:jobs@thinkforward.org.uk) **by 9am on 29TH March with your CV and covering letter outlining your experience and suitability for the role. Early applications are encouraged as we are keen to recruit into this role within the next few weeks.**

Benefits: 4.5% employer pension contribution, 25 days annual leave with additional office closure days at Christmas, two paid volunteer days, commitment to CPD, employee assistance programme, rewards programme, wellbeing focus, special leave opportunities, season ticket loan, cycle to work scheme.

**Overview of ThinkForward:**  
ThinkForward delivers breakthrough coaching programmes which support young people into employment. The DFN-MoveForward programme works with young people with mild to moderate learning disabilities, helping them and those around them develop the aspirations, experience, skills and mindset needed to sustain employment. Job coaches offered one-to-one support, helping them overcome challenges and linking them to ready for work activities provided by businesses partners.

**Purpose of the role:**The role has three main areas of responsibility:

**1| Managing a caseload** of young people into employment

**2| Fostering business partnerships** which generate opportunities for young people

**3| running ‘Ready for Work’ activities**, providing young people with experiences which build their confidence and skills to equip them for work

**Key responsibilities:  
  
1| Managing a caseload** of young people into employment

* Work with a caseload of around 35 young people with moderate cognitive and/or communication learning difficulties across the region, with the aim of securing sustainable long-term employment.
* Deliver the range of programme interventions with high quality and impact – this includes one-to-one coaching, parental engagement, Ready for Work events, with a transition into employment focus for those who are not in Education, Employment or Training (NEET) and work readiness development for those who are in Further Education
* Work to stretching targets around NEET young people securing and sustaining employment
* Partner with college staff, Supported Internship providers, and parents (as applicable) to provide a coordinated support package for young people
* Support young people to engage with opportunities provided by employers and partner charities
* Document and evidence all work and use data to provide the most effective support with young people
* Establish a coordinated approach to share learning, contacts and volunteering/ placement/ work exposure opportunities for young people

**2| Fostering business partnerships** which generate opportunities for young people

* Develop existing business partnerships to grow their confidence as inclusive employers, and their engagement with the programme (for example, from offering volunteering opportunities or financial donations, through to offering work experience, supported internship and employment opportunities)
* Signpost employer partners to training specialists, supported internship/supported employment providers and training providers of accessible apprenticeships
* Broker new business partnerships through business development activities, including engagement with existing services and networks, understanding Labour Market intelligence, and mapping of relevant skills agencies (for example, Local Enterprise Partnerships)
* Take a lead role in the development of proposals, presentations, resources and events for potential business partners, including training opportunities around inclusive employment, and supporting expertise sharing around diversity and social mobility
* Support with the training and supervision of business volunteers in mentoring, work exposure and work placements for young people with learning disabilities
* Connect young people with opportunities provided by employers, including developing processes for candidate preparation, accessible recruitment practice and in-work support
* Develop resources which help young people understand progression routes and entry requirements for each route

**3| Running ‘Ready for Work’ activities**, providing young people with experiences which build their confidence and skills to equip them for work

* Delivery of inclusive activities for young people across the ThinkForward and DFN-MoveForward programmes
* Preparation of employer partners and young people to help them get the most out of these experiences
* Development of high-quality events, resources and tools to support young people’s ready for work competencies
* Actively participate in the quality improvement processes, to constantly strive for higher impact from these activities

**Person specification:**

**SEND experience:** extensive experience of working with young people with learning disabilities, ideally in a context supporting them to progress into employment

**Understanding of the barriers young people face:** an understanding of the complex barriers that young people with learning disabilities face and the services available for them

**Relationship management:** experienceof developing mutually beneficial relationships with employers and hitting stretching targets

**Confident communicator:** able to communicate effectively with multiple audiences, including young people with learning disabilities, parents, other professionals, and employers – with an ability to deliver messages in an interesting and stimulating style, appropriate to each audience

**Project management:** track record of working systematically, including being able to work independently and proactively, including use of appropriate tools and systems

**Impact and quality focused:** comfortable working to targeted outcomes for young people and keep them at the heart of what we do

Unfortunately, due to the high volume of applications we receive, we will only be able to contact successful applicants.

ThinkForward is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and post holders to share this commitment.

ThinkForward are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

As a registered Disability Confident employer, ThinkForward has an accessible recruitment process. We offer interviews to all applicants who meet the job requirements and who declare themselves as having a disability. If you need support, such as materials in larger print, dyslexic-friendly fonts or adjustments for yourself of your PA for the interview, please contact [jobs@thinkforward.org.uk](mailto:jobs@thinkforward.org.uk) and we will ensure you have what you require to successfully complete this process.



