



SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION (SCDA)

Job Description:

Aspirations Coach – Aspirations Project

Reporting to: Project Manager

Work pattern: Full time - 37 hours per week. Based in Eastbourne or Newhaven with extensive travel across East Sussex and occasional travel to Kent.

Covid-19 working arrangements – post holder working from a combination of home and Newhaven office as required and in line with current social distancing and Covid-safe measures.



The Organisation

SCDA was founded in 1997. Its primary purpose is the development of sustainable community-based regeneration initiatives addressing the economic, environmental, cultural and community needs, and particularly addressing the needs of those most vulnerable in the community.

SCDA now runs a range of projects and services aimed at supporting community involvement across East Sussex. Funding has been secured from a range of sources including European, Lottery and charitable trusts as well as contracts to deliver services and run projects in both Newhaven and elsewhere in East Sussex.

To support its core activities SCDA also runs a number of Social Enterprises. These include the Denton Island Nursery, two charity shops and a bicycle recycling scheme.

Service areas include:

Employability – supporting unemployed people across East Sussex, specialising in those who find it hardest to find and sustain paid work.

Advice & Inclusion – delivering a variety of services aimed at promoting inclusion for BME communities; supporting people at risk of anti-social behaviour and hate crime; offering access to a range of specialist advice provision through partners; and local Foodbank provision in Newhaven itself.

Health & Wellbeing – delivering a range of services around food; green and open spaces; promoting physical activity and mental health and wellbeing in the community.

Community Development – delivering targeted and general Youth provision locally; raising the profile of communities in which we work through regular community events; community asset building; and offering a suite of Family Learning and Inclusion activities for parents and carers of Under 5's. We also manage Denton Island Nursery which Ofsted has registered as 'Good'.

SCDA has a strong track record in partnership working and in the quality of service delivery to meet the needs of the most vulnerable in the community: helping the community help itself.

SCDA Employability

is a Matrix accredited service that is multi-funded and works within a competitive target driven environment.

Employability contracts

SCDA Employability has delivered contracts for: ESF, IAG/Next Step, Skills Coaching, Skill Funding Agency, SEEDA, NIACE, UK on-line, East Sussex County Council and local borough councils, DWP Work Programme.

Our Mission - to assist all members of their local communities to access work, learning and volunteering

The context of the job

The organisation, though fairly small in terms of staff, continues to grow, especially in terms of our geography and remit of delivery across East Sussex. One of SCDA's Core Values is teamwork and respect for colleagues and as such we expect all members of staff to demonstrate flexibility within their specified job role and offer support to other team members as and when required.

From time to time the post holder will be required to work evenings and weekends to meet client and community needs. Additional remuneration is not applicable, as work patterns can be flexed to meet demands and any further time off in lieu authorised in advance may be granted in accordance with the policy.

Job Role

The Aspirations Coaches are responsible for supporting SCDA participants along their journey through the Aspirations service. It is designed to increase wellbeing, resilience and skills, and to provide a pathway to training, education, volunteering or work opportunities for people who have experienced mental health issues as a barrier to work. The Aspirations Service will include partners from the voluntary sector, arts, sports and community groups and will be delivered across Kent and East Sussex.

The Coaches work with the Project Manager to recruit suitable participants to the Aspirations service and work across East Sussex to engage hard-to-reach people. The Coaches provide a holistic, supportive and collaborative service to develop a personal plan of support. These could include educational, volunteering or work opportunities that are suitable to the individual.

Aspirations is a Building Better Opportunities project funded by the European Social Fund and National Lottery Community Fund.

Main Tasks

- To generate referral routes and engage potential participants through attendance at events, forums and liaising with community groups (virtually or in person)
- To ensure participants are eligible for the service and to support referrals to other Building Better Opportunities (BBO) projects or relevant services where necessary
- To comply with evidence gathering requirements with regards to participant recruitment, engagement and expenses
- To work with participants to identify immediate barriers to wellbeing, and support them in accessing solutions
- To work with participants to co-develop a personal plan of support designed to move them towards education, volunteering, working or community activities. These may take place outside of normal working hours, including on weekends and may include assisting arranging childcare or addressing other barriers to participation.
- To provide participants with appropriate 121 coaching and training to improve functional skills such as English, Maths and IT as required
- To actively promote healthy living to all participants and to ensure accessibility of all health promotion services and local health facilities
- To ensure that any delivery partners are supported in delivery by providing appropriate risk assessments and relevant information, subject to data protection

- To complete the monitoring and evaluation systems, timely and accurately
- To maintain accurate and up to date financial and administrative records and systems and assist in the compilation of monthly performance reports and other reports as required
- To update the Salesforce database where relevant.

Other:

- To undertake and participate constructively in induction, regular supervision, appraisal and relevant training, and contribute positively to good team relationships and continuous improvement of services
- To maintain confidentiality in line with organisational policy in relation to service users, staff and business sensitive information
- To undertake other duties commensurate with the level of the post as determined by your manager.
- Undertake all duties in accordance with SCDA's policies and procedures with particular reference to Health & Safety and Equal Opportunities.

EQUAL OPPORTUNITIES

SCDA is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

HEALTH AND SAFETY

All staff have responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with SCDA health and safety policies and to undertake specific health and safety responsibilities as necessary.

This job description will be reviewed from time to time or as necessary and may be amended to meet the changing needs of the organisation. It will also be used as the basis for the determination of objectives and the content is subject to annual review.

Signed.....

Dated.....

Person specification

Essential:

- 2 years' experience working with clients who are facing barriers to work, volunteering and education
- Knowledge and understanding of working with people who experience mental health as a barrier
- Experience of working to project targets
- Able to maintain accurate records for clients and monitor progress
- Excellent communication skills
- Able to make assessment of need on a one to one basis
- Excellent organisational, IT and time management skills
- Full driving licence and access to own vehicle for travel to outreach delivery centres.

Desirable qualifications & experience:

- A degree, professional qualification (or equivalent experience) in coaching, IAG, training or education
- Experience working with clients/learners in an educational or adult learning environment
- Knowledge of the benefits and welfare system
- Experience of lone working policies and practice
- Experience of networking and building strong multi agency relationships

Skills, abilities and knowledge:

Essential

- A flexible approach to meet client needs
- Ability to work with minimal supervision
- Ability to understand and implement professional boundaries
- Good understanding of data protection requirements and participant confidentiality
- Ability to work effectively as part of a team and on own initiative

Desirable

- Knowledge and understanding of the roles of external agencies and stakeholders (Social Services, Prison Service, Probation, NOMS, Education providers, employers, Police, other voluntary and statutory organisations)
- Emotional resilience to work objectively and professionally with vulnerable people.