

Job Description

Job title: Supported Internship Coordinator/Senior Job Coach

Reports to: Internship Project Manager/Youth Service Manager

Salary: £24,579.36 pro rata

Start date: ASAP - Fixed Term until 31st August 2021, there is a possibility for this to be extended subject to further funding.

Hours: 36 hours per week

Location: You will be required to regularly visit the internship programme in Newham but your admin/day to day tasks will be completed remotely (on site, at home) or at Generate's office in Wandsworth.

Introduction to Generate

Generate has been creating opportunities and offering support to people with a learning disability since 1972. We are committed to improving the lives of people with a learning disability by supporting and encouraging them in creative ways to access opportunities in their communities, take their place as citizens and reduce their reliance on services.

Main purpose of job

To support the Internship Project Manager with the smooth running of the service, ensuring the service is fully staffed with skilled job coaches throughout the course of the internship. Where required, support Interns in their work placements, helping them gain experience and teach them how to perform the tasks in their respective roles. An element of this post will require covering on site where job coaches are absent or off sick.

Place of Work

You will be expected to work across all our host businesses in Newham where our interns are based, E.G Newham College, Beckton Asda, Newham Hospital etc. You will also be asked to work both from home and from our head office in Tooting, this being flexible to Generate and applicant's needs.

Primary Responsibilities:

- To support the Internship Manager with the smooth running of the Supported Internships in Newham (NSIP and Send Coffee)

- To support the Internship Manager with intern funding applications
- To liaise with Generate's Finance Coordinator to ensure the invoices are being sent off in a timely manner
- Recruitment, line management and supervision of job coaches
- To cover sickness and absence of job coaches as required
- To liaise and build a professional relationship with Newham College, Newham Council and Workplace
- To be flexible across all Generate's projects and be willing to work cross project to suit Generate's business need.
- To be flexible and be able work outside normal working hours and, when appropriate, to be contacted out of hours.
- To contribute to Generate's social media and website platforms, updating information relevant to the youth project.
- With support from the Office Manager, to produce and market the activity programs for each service both internally and externally.

General Responsibilities

- To be an active member of the staff team promoting team work and sharing in joint projects.
- Liaise with key professionals and stake holders
- Participate in the general running and development of the organisation.
- Keep up to date with current issues and good practice in the field of employment, supported internship and employment trends locally.
- Achieving targets set by line manager relevant to the development of the service.
- The post holder will need to be willing to work flexibility which includes some evenings/ weekend and bank holidays.
- To attend training relevant to the job and safeguarding
- Undertake any other reasonable task relevant to the post that your Manager or the Trustees may ask.

Person Specification

	Essential	Desirable
Experience/Knowledge:		
Experience and/or clear understanding of working with people with a disability in ways that will empower them		*
Experience of working as part of a team	*	
Experience of working with individuals and facilitating groups achieve goals		*
Experience of liaising with people and professionals to achieve positive outcomes	*	
Basic understanding of Health and Safety in the work place		*
Experience being a positive role model in the workplace and leading by example		*
An understanding of key aspects of the lives of young people with mild to moderate learning disabilities.		*
1 years' experience of being in a supervisory role		*
2 years' experience of working as a job coach		*
Understanding of how to complete risk assessments		*
Experience of supervising staff and volunteers.	*	
Skills:		
Breakdown tasks into core components and coach Interns on competing them.	*	
A patient, creative approach to supporting people with learning disabilities to learn tasks	*	
Clear written and spoken English and ability to manage appropriate communication with people with various disabilities	*	
Reliable, punctual, flexible and honest working approach	*	
Ability to follow procedures such as safeguarding swiftly and accurately	*	
Ability to understand equality and diversity issues and to	*	

place them at the heart of your work		
Ability to liaise effectively with local community, social, health, voluntary agencies colleagues and carers.	*	
Ability to think and work creatively and with a large measure of independence and initiative.	*	
Ability to maintain accurate records e.g. monitoring info, registers, members database	*	
Ability to maintain budgets		*

Principles of Generate:

1. Generate members will always be at the heart of Generate and at the centre of every decision
2. Generate will dream big to enable people with a learning disability to explore, shape and develop their own futures
3. Generate is committed to having respectful and genuine relationships with everyone
4. Generate works to link people with their local communities and support them to maintain their connections
5. The Generate approach is about using and developing our skills, knowledge and experience and engaging our hearts when we work each individual to improve their lives.
6. Generate will work together with members, families, partners and stakeholders.
7. Generate will empower people with learning disabilities to campaign for their rights

Success at Generate is judged by outcomes and impact on the lives of members. Generate seeks to be an innovator in the work that it undertakes and the methods it uses where this can benefit current and future members.

Generate is an equal opportunity employer

Charity No: 1069548 Company No: 3461665