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| **Job Title** | Supported Employment Coach |
| **Responsible to** | Rhian Airey – Line Manager |
| **Responsible for** | Working as a supported employment coach across Oxfordshire – Bicester and Banbury initially but likely to expand to the wider Oxfordshire region (Home-based with the expectation of travelling to meetings, appointments and events across Oxfordshire) |

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| **Our Values** |
| **We believe in each other****We learn together to be our best****We spark imagination****Respect is our****starting point** |
| **Role**  |
| We have an exciting opportunity for a Supported Employment Coach to join our Ready, Willing & Able Supported Employment team to work with people in our SeeAbility homes to secure and sustain employment. Established in 2021, Ready, Willing and Able is looking to expand grow. This role is an exciting opportunity to spearhead our presence in Oxfordshire for the first time. **Location:**Oxfordshire – Bicester and Banbury initially but likely to expand to the wider Oxfordshire region (Home-based with the expectation of travelling to meetings, appointments and events across Oxfordshire)**Salary:** £26,000 pro rata plus benefits **Hours:** Part-time over 4 days a week 21 hours **Contract:** On going |
| **About us:** |
| SeeAbility provides extraordinary support and champion’s better eye care for people with learning disabilities and autism, many of whom have sight loss. We encourage people with disabilities to challenge what they expect from life and we support people to achieve exciting new things every day.In 2021, SeeAbility launched our first Supported Employment Programme Ready, Willing & Able (RWA).  Our mission is to enable people with learning disabilities and autism to secure and retain paid employment that fulfils their career ambitions.The RWA team are creative, we think outside the box and push boundaries. We strive to break down barriers within the world of employment. We have high expectations for the people we coach and high expectations of ourselves. |
| **About you:** |
| Do you have a passion for inclusion and share our belief that with the right support everyone can fulfil their ambitions?If you do, working as a coach on Ready, Willing and Able, SeeAbility’s Supported Employment Programme, is a fantastic opportunity to enable inclusion to become a reality for everyone.As a Supported Employment Coach, you will be identifying and delivering tailored support to people with learning disabilities and autism enabling them to achieve their career ambitions.  We are looking for someone who shares our values and is passionate about inclusion in the workplace.  That person will share our belief that paid work is positive and possible for everyone and will have a record of accomplishment in supporting people with learning disabilities and autism to achieve their goals.  Ideally but not essential you will have successfully worked on supported employment programmes implementing the recognised five stage model for Supported Employment.The role is Home-based with the expectation of travelling to meetings, appointments, and events across Oxfordshire. |
| **Adjustments:** |
| To find out more about the role please read “Life as a supported Employment Coach” <https://www.seeability.org/news/life-supported-employment-coach> As inclusion is at the heart of the work that we do, we will accept alternative applications and are more than willing to make reasonable adjustments throughout the application and recruitment process. If you would like to have an informal chat about the role please get in touch with the coach team, Harley H.Teagle@seeability.org or Rhian R.Airey@seeability.org or you can call 07711317225.If you would require support throughout the application process, require reasonable adjustments, or would like to apply for the role using alternative methods or to have an informal chat about the role please feel free to get in touch please get in touch with someone from the RWA team. rwa@seeability.org. |
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| **Person Specification** |
| We actively encourage existing staff within SeeAbility to apply for this role even if you do not have the experience or skills. Although experience would be preferred, training will be offered.

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| **Qualifications & Knowledge** | * Level 3 certificate for Supported Employment Practitioners (preferred but training will be provided)
* Systematic Instruction Training (preferred but training will be provided)
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|  **Experience** | * Experience in the supported employment sector
* Experience of employer engagement with national and local employers
* Experience of managing own time and workload
* Experience of meeting targets and deadlines
* Experience of working with individuals with learning disabilities, autism and/or sight loss

Experience of using own initiative and problem solving |
| **Personal Qualities** | * Creative, resilient and determined ‘do-er’ who can turn plans into clear action
* Strong networker with excellent negotiation and persuasiveness
* Able to listen to people and demonstrate an understanding of their career aspirations
* Confident in using IT
* Ability to engage with families and develop confidence and trust with people and their families
* The ability to work proactively with individuals, families and employers.
* Responding to potentially difficult situations.
* Be able to manage a diverse caseload.
* Experience in building and maintaining relationships with employers at all levels of the organisation
* A willingness to work flexibility to accommodate a varying workload, with the ability to work outside core hours on occasion
* Passionate about ensuring people with learning disabilities, autism, and sight loss can realise their goals each day with commitment to See Ability's mission and values, with a working style that reflects these.
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| **Other** | * Full UK driving license
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