**Job Description**

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| Job title: | RF Works Coach |
| Department: | RF Works |
| Job Family: | Operational Specialist |
| Location: | Various |
| Reports to: | RF Works Senior Coach |
| Salary Point\*: | 1 to 3 | Hay points\*: | 182 |
| Evaluated date\*: | 26th March 2021 |
| Hours / week: | Up to 37 according to business need |
| Status: | Permanent |
| DBS: | Enhanced with adult barring |
| Supervisory responsibilities | No |
| Job Shares will be considered for this post |  No |
| This position requires travel around the county and the ability to work flexible hours.  |  Only on an ‘as andwhen’ basis andalways with priordiscussion |

*\*To be completed by HR after evaluation has taken place*

**Overall Job Purpose:**

*A brief statement about the main objectives of the post*

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| Realise Futures operates as a hybrid company combining commercial trade withpersonal & government funded public services. Our aim is to create opportunities forpeople to succeed in work, learning and life through three company divisions, Learning,Coaching & Advice, Employment and RF Works.RF Works Coach roles operate as a team within each social business providing day-today encouragement, guidance and training in a work-base setting to disabled and/ordisadvantaged individuals who often face barriers to meaningful employment andsocial engagement.A primary objective of the role is to promote choice and control when working withindividuals. A person-centred approach to identifying an individual’s main goals in livingactive, healthy and productive lives including reducing support and dependency asappropriate as independence increases. Regular, recorded reviews onprogress/achievement of identified goals will be undertaken with individuals.Reporting to Senior Coaches, post holders will offer tailored wellbeing and work-basedactivities in a socially inclusive setting that supports people to acquire/enhancepractical life skills.\*\*This role is subject to an (enhanced) DBS check. |

**Main Duties and Responsibilities:**

*A brief description of the most important tasks of the post*

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| **Managing Relationships*** Work with Senior Coaches and Supported Business Coordinator in developing effective relationships with the significant people in an individual’s life e.g. parents/carers, social work teams, housing providers, support agencies.

**Systems and Standards; Compliance*** Following company policies and procedures, ensure all individuals are safe andsafeguarded at all times.
* To work within the RF Works Quality Framework ensuring that services delivered meet the contractual standards and comply with company policy and procedures.
* To maintain confidentiality at all times in line with the company’s Data Protectionobligations, unless a disclosure is necessary to protect the health, safety or welfare of an individual.

**Supporting, Advising & Guiding -including Cust Service*** Working with individuals, agree tailored development plans that promote choice and control, meet personal need and have measurable goals with timescales that specifically relate to wellbeing, life skills, training and, where appropriate, employment support.
* Provide day-to-day guidance/support to individuals with agreed work-based tasks and wellbeing activities that assist in the promotion of independence and enable development of practical life skills and positive social interaction.
* Support and assist individuals in a safe, practical, reliable manner and in ways acceptable to the individual, which promotes self-determination and encourages experience of life, which may involve positive-risk taking.
* Undertake regular recorded reviews of each support plan with individuals, identifying progress against key goals ensuring all opportunities offered reflect the person’s outcomes and actively improve their wellbeing.
* As directed by Senior Coach and/or Deputy, liaise with the Supported EmploymentCoordinator to ensure that people are supported to progress into paid employmentopportunities as appropriate.

To participate in training and undertake appropriate learning and development, asidentified through regular appraisal and reviews with line manager |

**See over/…**

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| 1. **Know-How:**

*Know-how is defined as the sum of every kind of knowledge, skill, and experience required for standard acceptable performance in a role*.*Forward planning is concerned with the complexity of the planning required in the role, the time span that planning has to take place over i.e. how far does the job holder have to plan ahead and the scope of the planning, i.e. one department , a division or across the whole company. Communication is concerned with whether or not the job holder has to merely communicate with or influence others and the levels to which the role requires them to do so.* | The skills, expertise, and training required for the jobare:-· Working knowledge and practical experience ofworking with adults with disabilities and/ordisadvantage in a training/mentoring or supportsetting· Awareness of the guidelines of relevant legislation(e.g. the Mental Capacity Act 2005 and the Care Act2014), specifically in relation to people with LearningDisabilities and/or Autism working with adults withdisabilities· Experience of working with outcomes and goals,applying the ‘solution-focused’ approach whensupporting individuals to achieve aims and increaseindependence· Awareness of Safeguarding principles and protocolsin relation to adults with disabilities.Specific qualifications or training essential to the jobare:-· Minimum Level 2 qualification in the Health & SocialCare sector and/or relevant experience.· Minimum L2 supervisory qualification or relevantexperience at supervisory grade· Certificate in Competency training (an internallyaccredited qualification aligned to the LearningDisabilities Core Skills Training Framework – this willform part of mandatory training for new recruits to therole)· Level 2 English & Maths (with ability to demonstrateknowledge and application in progress reviews andsupported activities)· Working knowledge of Microsoft applicationsThe amount of forward planning required in the job is:-· Daily and/or weekly work plans will ensure all tasksare carried out in a timely professional manner takinginto account at all times the wants and needs ofsupported individuals, whilst maintaining the correctRF procedures / policies.The type of communication and interaction needed inthe job is· Ability to accurately record and maintain systems providing timely information for reporting purposes· Ability to work effectively in a team environment at alllevels· Good communication skills that relate to differinglevels of mental capacity/understanding· Recognise that different levels of support arenecessary at different times being mindful of howindividuals are feeling· That particular regard will be paid to the ethnic,religious and cultural heritage including psychologicaland emotional well-being of individuals |

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| 1. **Problem-Solving:**

*Problem solving is concerned with the levels of autonomous thinking required in the role for analysing, creating, reasoning and arriving at conclusions. Consider the job holder’s freedom to think and the amount of guidance available and the level to which constraints exist as to how problems may be resolved, i.e. levels of supervision / direction and processes or procedures that dictate the way in which a task is to be performed. Also consider the scope of the thinking required in the role, i.e. is there a clear right or wrong answer or is an element of judgement required.*  | The level of analysis, evaluation and problem solvingrequired in the job are:- Medium- The ability to resolve sometimes complexcommunications and behaviours when working withgroups of people with varying needs.- Must be able to prioritise workload demonstratinggood organisational skills to meet given deadlinesThe level of creativity and/or original thought to resolveissues is:-Medium –· Under the direction of the Senior Coach, use initiativeto solve problems and/or queries effectively andefficiently.· To understand individual’s potential difficulties withtasks/activities and devise methods and trainingtechniques to aid them.· This role is encouraged to challenge and suggestideas that improve choice and diversity of activitieswithin the social business environment |

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| 1. **Accountability:**

*The freedom to take decisions is influenced by the presence or absence of constraints such as managers, processes and procedures and guidance. The nature of impact is concerned with the extent to which the role directly impacts on end results whilst the magnitude of impact considers how much of the organisation is affected by the job holder’s accomplishment of the job’s basic purpose.* | The amount of freedom to take decisions in the job is:-· Some autonomy is granted to post holders regardingdecisions on activities offeredNature of impact:- Low to Medium*•* Post holders are an integral part of a team responsible forthe provision of a professional, person-led social care supportservice for vulnerable adults that is integral to the brand ofRealise Futures as a Supported Business.Magnitude of impact:- **Medium** •RF Works Coaches are vanguards of the company values aspromotors of supported employment and wellbeing provisionfor adults with disabilities, accounting for approximately onefifth of the company’s income. Post holders will be activelysupported in this role by Senior Coaches, Deputy Managersand the relevant RF Works Manager |

These duties and responsibilities are indicative and not exhaustive. We may make adjustments from time to time to reflect the changing needs of the organisation*.* We may require you to carry out reasonable alternatives within the character of your post. We expect you to adopt a flexible approach to your role but will consult you about significant changes.