

GROUNDWORK GREATER MANCHESTER



Progression Coach



SALARY

Pay Grade E, £24,308 - £27,319

GGM operates a graded pay scheme which permits salary progression within grade subject to appropriate performance level. Our normal policy is to appoint at base of grade.

CONTRACT DETAILS

Co-located with Turning Point at offices in Rochdale.

Permanent contract working 36 hours 40 mins per week

We aim to support a healthy work-life balance. As such we operate a flexi-time system and part-time and flexible working options are available. We are happy to discuss preferred working arrangements with candidates within the parameters of the role requirements.

ACCOUNTABLE TO

Coaching and Wellbeing Manager

RESPONSIBLE FOR

Line Management of project assistants

Possible Supervision of volunteers, work placement, student placement

OVERVIEW OF THE POST

Turning Point provides support to people who are affected by drugs and alcohol through free confidential advice, information, support and a variety of treatment options. This service covers Oldham and Rochdale. Groundwork works in partnership with Turning Point to support service users with positive progression into employment, education, training and volunteering activities.

Based in Rochdale, this role will work alongside the Turning Point staff team, including Groundwork IPS staff, to make a real difference to service users lives by developing personal, flexible and realistic support packages that individuals need to turn their life around. Working with a caseload of service users, through a mixture of 121 and group activities, the role will

concentrate on promoting independence, regaining and building on social skills, promoting health and well-being, and enabling individuals to achieve positive outcomes through securing voluntary opportunities, educational progression, and paid employment.

ROLE & MAIN PURPOSES OF THE POST

Delivery

- Delivering all aspects of Employment and Wellbeing programmes including recruitment, one to one and group coaching and delivering short training courses, workshop and information sessions focused on employability and wellbeing skills
- Uses Groundwork GM and external funder's databases and monitoring mechanisms

Business & Service Development

- To build partnerships, including with employers, to support effective service delivery and identify a sustained pipeline of opportunities, including employment opportunities
- Identify opportunities
- Support development of employment and wellbeing services
- Use internal and external data relating to employment and wellbeing services, and shares learning within team to inform service development & practise
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Financial & Resource Management

- Responsible for managing project budgets and planning for effective use of resources for delivery
- Supports development and delivery of financial sustainability plans for wellbeing and skills related projects and thematic programmes

People Management & Development

- Line management of any project support staff and responsibility for staff performance
- Embeds culture and values through own area of responsibility
- Proactively shares specialist skills and knowledge with others

Internal Management

- Embeds policy and procedure within directly managed projects and programmes
- Supports delivery of elements of business improvement priority plans within specialist area
- Identifies opportunities for improvement within directly managed activities and projects and the wider Trust
- Remains on top of market and emerging trends / latest insights relating to employment and wellbeing skills

Other

- Perform all other duties as assigned

Person Specification

Essential Experience

- Proven experience of mentoring and providing tailored support leading to positive progression.
- Understanding of the social and physical barriers to employment faced by people who are affected by drugs and alcohol.

Desirable Experience

- Experience of working with employers and training organisations.
- Experience of building relationships with employers to identify job vacancies
- Experience of working with people in recovery

Essential Knowledge, Skills and Qualifications

- A skilled communicator with the ability to motivate and engage people
- Strong project management and organisational skills
- Sound knowledge of the local labour market and the skills needed to apply for vacancies
- Computer literate with practical experience of using MS Office and willingness to learn and use other software packages

Desirable Knowledge, Skills and Qualifications

- IAG / Employment Related Services L3 or equivalent
- Level 3 Award in Teaching and Learning / PTTLS or equivalent
- Experienced in delivering guidance or training remotely using tools such as Zoom

Values and ethos:

Demonstrates practical understanding of organisation values and can describe how these might apply to role and how they would embed these across the organisation.

Passion for the organisation and our work.

Actively seeks learning and development.

ADDITIONAL FACTORS

- Able to work outside of normal office hours within a flexi time / time off in lieu system.
- Comply with the organisation's policies and procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety, Safeguarding and Environment.
- This post will be subject to an Enhanced DBS check (adult workforce).
- We offer a guaranteed interview to applicants with a disability and Armed Forces veterans who meet the essential criteria above.

PREPARED BY:

Liane Kirk

PREPARED ON:

30th October 2024