

# Talent Match

## Staffordshire

### Talent Coach

#### Job Description and Person Specification

**Job Title:** Talent Coach

**Salary:** £23,000 per annum

**Hours:** 37 hours per week, to be worked Monday to Friday

**Contract:** Fixed term until 30 June 2019. Continuation pending further funding

**Location:** TMS Office, Lichfield

**Line Manager:** Project Lead, Talent Match Staffordshire (TMS)

**Enhanced Disclosure Required:** Yes

**Barred List Check Required (regulated activity only):** N/A

#### Job Overview:

To work with TMS beneficiaries to engage them with the programme and move them closer to sustainable paid employment.

#### Key Responsibilities:

1. Ensuring Talent Match services are consistent with our stated values.
2. Ensuring where appropriate, that volunteers are involved in delivering our services.
3. Ensuring effective cross-organisation working in order to meet our aims and objectives.
4. To carry out proactive outreach to engage with young adults aged 18-24, who have been 12 months NEET and recruiting young people to the Talent Match programme.
5. To work with TMS beneficiaries to engage them with the TMS Project:
  - a. Be the first port of call for new beneficiaries and/or referral agencies
  - b. Ensure that beneficiaries are supported to complete baseline and follow-up surveys.
  - c. Work with beneficiaries to understand their needs, interests and aspirations
  - d. Support beneficiaries to produce a personal development plan
  - e. Support beneficiaries to engage with suitable development opportunities
  - f. Maintain contact with and support beneficiaries when they gain employment.
6. Working as a team, including TMS Volunteers, to ensure an effective and sustainable service, meeting the needs of young people on the programme.

7. To gather, input and provide monitoring and evaluation data and reports as required, using a database and other monitoring tools to maintain effective records of activity.
8. Apply best practice in safeguarding when working with vulnerable adults, ensuring that all issues are promptly referred to the safeguarding officer.
9. Ensuring where appropriate, that young people are involved in the design and development of our services.
10. Ensuring wider understanding of locally available training and other sources of support for unemployed young adults and support them to access those opportunities.
11. Represent the Project at relevant meetings, networks and partnerships, including making presentations as required.
12. To undertake any other duties as determined by the line manager.

## Person Specification: Talent Coach

1. Able to demonstrate the Core Competencies required of all Talent Match Staffordshire staff:
  - i. Positive work ethic, dependable and conscientious
  - ii. Flexibility, initiative and good time management
  - iii. Collaborative approach to success
  - iv. Organisation and administration skills for the role, including IT skills
  - v. Working within agreed business plans, policies, procedures and systems
  - vi. Working within the reasonable direction of your line manager
  - vii. Beneficiary and customer focused
  - viii. Applies equality of opportunity
  - ix. Communicating appropriately
  - x. Proactive in personal development.
2. Knowledge and experience of supporting young people towards paid employment.
3. An understanding and experience of supporting young people facing multiple barriers or in crisis.
4. Experience of coaching and/or mentoring young people and ability to motivate and empower others.
5. Knowledge of working with Volunteers.
6. Experience in working with external support organisations in receiving and making referrals.
7. Effective and high level of verbal and written communication skills with young people at all levels from a wide variety of backgrounds or those facing challenging/difficult situations in person, through face to face (one to one or group contact), by telephone, by email or by social media.
8. ICT skills at a level sufficient to record activities, input data and produce reports.
9. Ability to travel within Staffordshire and wider where necessary.
10. Ability to work flexibly including occasional evenings and weekends as needed.