**Freelance Support Worker - Job Coach**

£32/hour, 6 month fixed term contract. Please note, this role is funded by Access to Work and payment will come directly from DWP.

Weeks 1-5 - 4.5 hours per week. Weeks 6-15 - 3 hours per week. Weeks 16-20 - 2 hours per week. Weeks 20-26 – 1 hour per week.

Sands End Arts & Community Centre, (SEACC), are looking for a highly motivated, enthusiastic, committed and compassionate individual to perform the role of Job Coach supporting a member of staff in our on-site, independent cafe.

**About Sands End Arts & Community Centre**

Sands End Arts & Community Centre, an independent charity (charity no. 1191900) is a purpose-built arts and community centre on the corner of South Park. Designed by Mae, the architectural multi award-winning building comprises several light and attractive spaces, a community café, the Lodge gallery, landscaped garden and a grove of walnut trees. SEACC is open seven days a week including most bank holidays and hosts public and private events. The Centre is used regularly by children's groups, holiday clubs, sports classes, artist rehearsals and for community meetings and events.

**About the Walnut Tree Café**

The Walnut Tree Café is open 7 days a week and serves food and beverages to the local community. Offering both indoor and outdoor seating on the corner of South Park, it is a popular amenity for local people and is the main hub of SEACC.

**The person we are looking for**

This is an exciting opportunity for someone with excellent people skills and at least two years’ experience of working with young Learning Disabled people, preferably within a Job Coach format. We are especially interested in candidates with experience of supporting employees in hospitality settings.

**The Role**

The purpose of the job is to provide face to face support work and guidance to a Learning Disabled person within the Walnut Tree Cafe. The successful candidate will provide the necessary support and encouragement to enable the employee to be successful, which will lead, eventually, to independence and greater responsibility within their role. They will work closely with SEACC as the employer of the Learning Disabled person to ensure SEACC has the skills and confidence to manage and train their employee.

**Main duties and responsibilities**

* To work face-to-face with our employee in accordance with their personalised support plans, which have already been approved by Access to Work.
* To be fully cognitive of the workplace of the Disabled person to identify the requirements of key tasks
* To follow bespoke Support Plans plans which will enable the Disabled person to fulfil their role to meet the requirements of the employer
* To provide weekly feedback to SECC Director to ensure continued progression, identifying new areas in need of support, and advising on the amendment of support plans accordingly
* To negotiate disability-related reasonable adjustments required for the employee they are supporting
* To liaise with SEACC Director to discuss individual progress, respond to issues and implement next steps

**Organisational responsibilities**

* To comply with all SEACC processes and procedures
* To ensure safe, fair and responsible working practices, specifically SEACC’s Health & Safety, Equal Opportunities, Safeguarding and Confidentiality policies
* To promote the work of SEACC and the Social Model of Disability
* To keep accurate records and provide monitoring statistics and evaluation information as required for internal and external purposes
* To participate in, where relevant and appropriate, training, team and organisational meetings
* To work flexibly, being prepared to perform other duties commensurate with the role, which may include new areas of operation
* Any other task as directed by SEACC management

**The successful applicant will have the following attributes:**

Essential

* Clear communication skills
* Experience of disability
* Experience of training, education or employment support delivery
* An understanding of the Social Model of Disability and its practical application
* Ability and willingness to learn and carry out a variety of employment tasks to support the Disabled person
* Evidenced experience of success in building strong and positive relationships with a variety of people and organisations
* Demonstrable problem-solving skills and experience
* Excellent interpersonal skills with a diverse population
* Good organisational skills with an ability to keep accurate records
* Good IT skills, including Microsoft Word, Excel, Outlook, Powerpoint and the internet

Desirable

* Support Work qualification or equivalent is preferred but not mandatory
* An understanding of pan disability and employment
* Local to SEACC

**Terms and Conditions:**

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Weeks 1-5 - 4.5 hours per week. Weeks 6-15 - 3 hours per week. Weeks 16-20 - 2 hours per week. Weeks 20-26 – 1 hour per week.

As a freelance contract, the successful candidate will be responsible for paying their own tax and national insurance.

Probationary period of 1 month, to include a 1 month formal review

**To apply:**

Please send your CV along with a covering letter demonstrating how your experience meets our ‘Essential’ and ‘Desirable’ person criteria to [welcome@seacc.uk](mailto:welcome@seacc.uk) and include Job Coach in the title of the email.

Application deadline: 30th June 5pm

Interviews: w/c 1 July, for commencement ASAP