

Job title	Talent Match Trainee Coach
Location	St Austell
Hours	35 hours per week
Salary	From £14,000 p.a.
Responsible to	Talent Match Coach East

**This post is funded by the National Lottery through the Big Lottery Fund**

**Talent Match:**

Talent Match is a Big Lottery funded programme bringing together long term unemployed young people between the ages of 18-24, partners and employers. It offers young people a range of support mechanisms in removing barriers to employment and creates new challenges and opportunities for partnerships and professionals to respond to young people’s needs. The Real Ideas Organisation (RIO) is the lead delivery partner for the Talent Match programme in Cornwall.

**Job Purpose:**

The Talent Match Trainee Coach is a key member of the Talent Match Cornwall delivery team. They play a crucial role in supporting and enabling Talent Match members to identify and achieve their vocation through a range of Talent Match and RIO products. They will be a key contact for those young people who are signing onto the programme and also those embarking on the ‘Focus’ part of their journey and supporting the role of the Talent Match Apprentices in offering opportunities for members to develop their interest, aptitudes and passion through ‘Explore’ activities.

**Key roles and responsibilities:**

Work with Talent Match members and other RIO staff to help and support young people to understand, articulate and demonstrate the main qualities, attributes and skills needed to enter and succeed in working life and independent living by:

- providing information and support to Talent Match members
- supporting the Talent Match Coaches to ensure members have an up to date CV and digital portfolio of formal and informal achievements that demonstrate a range of employability skills
- supporting the Talent Match coaches and other RIO staff in creating opportunities for members to learn what work life is like and what it takes to succeed in the workplace
- developing and maintain links with partner organisations

- working with the Talent Match Coaches to develop skills in working with young people with the most complex needs and how to work with specialist organisations to ensure young people can overcome barriers.
- working with and supporting Talent Match Coaches and members to create meaningful development plans and ensure that all required paperwork is undertaken.
- ensuring outcomes for members are recorded as required
- learning how to facilitate groups and support the delivery of creative and innovative challenge based learning activities.
- facilitating engagement activities such as breakfast clubs
- supporting 'Explore' events as a key member of staff as appropriate
- supporting, and under Talent Match Coaches' guidance, managing a caseload of Talent Match members and develop relationships that enable young people to succeed
- undertaking and supporting the recruitment and sign up of eligible young people to the programme

To work with the Talent Match Evaluation & Communications team in the development and effective utilisation of the Talent Match Journey to Employment and RIO Impact Framework including:

- playing an active part on all aspects of Talent Match Cornwall delivery supported by Talent Match Coaches and other RIO staff.
- acting as a positive role model to Talent Match members
- ensuring referrals to Talent Match Coaches and other RIO staff are made appropriately to support complex needs/safeguarding concerns.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

## Person Specification

	Essential	Desirable
<b>Key skills and abilities</b>	<ul style="list-style-type: none"> <li>Ability to adhere to professional boundaries and offer consistency</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use social media and other web-based platforms</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to work cohesively as a member of a team and to support a caseload</li> </ul>	
	<ul style="list-style-type: none"> <li>Ability to work toward and achieve tight deadlines.</li> </ul>	
	<ul style="list-style-type: none"> <li>Ability to manage and respect issue of confidentiality and data protection</li> </ul>	<ul style="list-style-type: none"> <li>Ability to follow safeguarding procedures</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to make someone feel listened to, valued and understood</li> </ul>	
	<ul style="list-style-type: none"> <li>Ability to use Microsoft Word, Excel, Outlook and other IT packages</li> </ul>	
<b>Experience/Qualifications</b>	<ul style="list-style-type: none"> <li>Experience of working with young people aged 16 plus</li> </ul>	<ul style="list-style-type: none"> <li>Facilitating group work activities</li> <li>Experience of supporting young people who have been long term unemployed</li> </ul>
	<ul style="list-style-type: none"> <li>Experience in providing careers advice.</li> </ul>	<ul style="list-style-type: none"> <li>IAG Level 3 or equivalent</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of inputting data into systems</li> </ul>	<ul style="list-style-type: none"> <li>Use of learner tracking databases such as Lamplight, google docs, Microsoft project etc</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>Creative and innovative problem solver</li> </ul>	<ul style="list-style-type: none"> <li>Understanding and empathic to the needs and aspirations of 'hard</li> </ul>

		to reach' young people
	<ul style="list-style-type: none"> <li>• An ongoing commitment to CPD</li> </ul>	
	<ul style="list-style-type: none"> <li>• A passion for social change</li> </ul>	
	<ul style="list-style-type: none"> <li>• Willingness and ability to embrace change</li> </ul>	
	<ul style="list-style-type: none"> <li>• Personable approach to working with others, particularly young people</li> </ul>	
	<ul style="list-style-type: none"> <li>• A belief that young people hold to power to make positive change in their own and lives of other</li> </ul>	
	<ul style="list-style-type: none"> <li>• To embrace and celebrate the culture and ethos of Talent Match and the values and vision of RIO</li> </ul>	
	<ul style="list-style-type: none"> <li>• Willingness to learn and try new ideas</li> </ul>	
	<ul style="list-style-type: none"> <li>• Willingness to travel and work flexibly</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of current welfare changes and how they affect young people aged 18-24</li> </ul>	<ul style="list-style-type: none"> <li>• Journey to Employment Framework / Work Start</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge and understanding of safeguarding children and vulnerable adults</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of ESF/ERDF and SFA funded programs</li> </ul>
		<ul style="list-style-type: none"> <li>• Cornwall employer networks and partnerships</li> </ul>
		<ul style="list-style-type: none"> <li>• Social Enterprise development and management.</li> </ul>

		<ul style="list-style-type: none"> <li>• Knowledge and understanding of the principles and practices of quality youth work.</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of how discrimination works and a desire to work in an environment that challenges this</li> </ul>	
	<ul style="list-style-type: none"> <li>• To work in a non-judgmental way, treating people with dignity and respect</li> </ul>	