

## Role Profile

<b>JOB TITLE</b>	Ambitions Coach
<b>LOCATION</b>	Liskeard - Covering Cornwall
<b>HOURS</b>	35 hrs per week (fixed term until 30 <sup>th</sup> Jun 2020)
<b>SALARY</b>	From £25,750 p.a.

## About RIO

We're passionate about solving social problems. From breathing new life into old buildings, to supporting young people to develop the skills to succeed in an ever-changing world, RIO innovates to deliver real and lasting social change.

By creating a change ecology – one where we influence policy, shape places, deliver strategic programmes and support and develop people – we can unlock potential and opportunities to create a fairer world; one that works for everyone, not just the privileged few.

- We create and run our own social enterprises and draw on that expertise to support others to be more socially enterprising too
- We support people to develop the skills they need in an ever-changing world
- We help organisations to start up, grow and develop, finding new ways to deliver services and do business
- We empower communities with the skills and confidence to take control of their future and make the best use of their built assets

As a social enterprise ourselves we operate a triple bottom line with a focus on the social and environmental impact of our business and we don't have any shareholders, which means all profits are reinvested back into the work we do.

## Careers South West - Ambitions:

Ambitions is funded by Careers South West and starts by exploring young person's interests, aptitudes and passions and using these to create a bespoke pathways into employment and education. It offers young people a range of opportunities and support designed to remove barriers to employment and provide high quality Information, advice and guidance.

## Job Purpose:

The Ambitions Coach is a key member of the Ambitions Cornwall delivery team. They play a crucial role in supporting and enabling young people aged between 18-24 to identify and achieve their vocation. They will be the key contact for those young people, guiding and supporting them of their journey of discovery, working with partners to address a range of complex issues including debt, housing and mental ill health

## **Key roles and responsibilities:**

**Work with young people 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, guidance and support to young people
- ensuring they have an up to date CV and digital portfolio of formal and informal achievements that demonstrate a range of employability skills
- creating opportunities to learn what work life is like and what it takes to succeed in the workplace
- develop and maintain links with industry experts
- work with specialist organisations to ensure young people are able to overcome barriers
- work with young people to create meaningful development plans and ensure that all required paperwork is undertaken.
- plan and deliver creative and innovative challenge-based learning activities.
- manage a caseload of young people and develop supportive and challenging relationships that enable young people to succeed
- to recruit and sign up eligible young people to the programme
- acting as a positive role model for young people
- making timely decisions in referring young people to 'specialist support' providers and signposting.
- making sure young people are able to manage their own money and where appropriate able to apply for financial support
- working effectively alongside other Job Coaches and Universal Credit advisors

## **Support in the development of RIO Staff teams.**

- Provide support and guidance to Ambitions Apprentices, enabling them to grow and develop as effective practitioners.

## **General responsibilities:**

- To represent RIO and to understand and talk coherently about RIO service provision in order to influence change.
- To adhere to and uphold RIO's social purpose, strategic aims and policies
- To contribute to a culture of equality and demonstrate a commitment to removing all forms of discrimination as a colleague and service provider
- To act with integrity and maintain the highest professional standards at all times
- To meet individual and collective targets.
- To maintain the level of qualifications/personal and professional development and competence required to carry out this role and notify the company immediately of any circumstance that affects this
- To effectively use all RIO reporting and other systems
- To provide mentoring support to other members of RIO staff
- A flexible approach is required for the role, as additional, reasonable duties commensurate with the role and as agreed in advance with the Commercial Director/Chief Executive may occur from time to time

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

Let's be honest, it takes a certain type of person to work for RIO. If you're looking for an organisation with clear lines of accountability, hierarchical structure, rigid systems and processes, and traditional approaches to organisational management then this probably isn't for you.

We're interested in finding people who are dedicated, tenacious and who enjoy the challenges of working as part of multi-disciplined team. We don't always see work as something to do between 9-5; a passion for what we do along with a clear focus on outcomes sits behind our approach to working practices. We believe in the value of collaboration, so a friendly and open approach to work is vital; as is the ability and willingness to challenge and be challenged. Change is part of our DNA, so staff must be resilient and able to cope with uncertainty whilst feeling compelled to grow with and within the organisation. If this is you, then read on. If not, thank you for considering us.

We use the following criteria to assess your suitability for the role. Please note that requirements at the application stage represent the minimum requirements for shortlisting purposes.

<b>Qualifications</b>	Level 2 (or equivalent) Literacy & Numeracy	<b>Application form</b>
	Level 3 Information Advice and Guidance	
<b>Behaviours</b>	<b>Adaptability</b> Looking at your ability to adapt to change	<b>Application form/ Interview</b>
	<b>Culture Fit</b> Do you share our beliefs/values and bring about diversity within RIO?	
	<b>Collaboration</b> Can you collaborate effectively and work well with others?	
	<b>Leadership</b> Can you inspire, motivate and unleash potential in others?	
	<b>Growth Potential</b> Do you have the potential to grow with RIO and can evidence goal setting and motivation?	
	<b>Prioritisation</b> Are you able to decide which task needs to be tackled immediately and which ones can wait – someone who can manage their time and prioritise effectively.	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working directly with a wide range of young people</li></ul>	<b>Application form/</b>

	<ul style="list-style-type: none"> <li>• Experience in providing careers advice and support to young people</li> <li>• Experience of mentoring/ supporting young people as individuals</li> <li>• Experience of managing a caseload.</li> <li>• Experience of supporting others to achieve their goals</li> <li>• Experience of applying digital solutions to meet outcomes</li> </ul>	<b>Interview</b>
<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> <li>• Knowledge and understanding of safeguarding children and vulnerable adults</li> <li>• Understanding of user experience and digital platforms in general and how to use these to engage and develop people</li> </ul>	<b>Application form/ Interview</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to adhere to professional boundaries and offer consistency</li> <li>• Ability to work cohesively as a member of a team and to also manage own caseload</li> <li>• Ability to work toward and achieve tight deadlines</li> <li>• Ability to manage and respect issue of confidentiality and data protection</li> <li>• Ability to make someone feel listened to valued and understood</li> <li>• A passion for visual communication and design and understanding of brand communication and the importance this plays in creating a sense of belonging</li> <li>• Proficient in the use of IT including web based applications, Microsoft word and excel</li> </ul>	<b>Application form/ Interview</b>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to travel and work flexibly</li> <li>• An ongoing commitment to professional development</li> <li>• Understanding of how discrimination works and a desire to work in an environment that challenges this</li> <li>• To work in a non-judgmental way, treating people with dignity and respect</li> </ul>	<b>Application form/ Interview</b>