



## Job Description

<b>Job title</b>	Aspirations Coach F.T.
<b>Responsible to</b>	Aspirations Coordinator
<b>Remit of the post covers</b>	Kent
<b>Department</b>	Employment Services
<b>Hours</b>	Full time, 37 hours per week
<b>Salary</b>	£21,478.00 per annum
<b>Length of contract</b>	Fixed Term - End of December 2022
<b>Location</b>	Medway

### Purpose of the job

North Kent Mind has been awarded funding from The National Lottery Community Fund and European Social Fund (ESF) to deliver the 'Aspirations for Life' project with Porchlight; to assist people across Kent with common mental health problems, who wish to engage with the employment market. The project will support people over the programme with the aim of getting some back into work and education or training and helping others to approach the labour market through improvements in their wellbeing.

As an Aspirations Coach, you will be responsible for supporting hard to reach individuals with or in recovery from mental health problems to engage with activities, placements, group-work, signposting to partner organisations and individual support in order to join the employment market, training, or volunteering. Working within Kent, predominately North Kent, at times you may be required to travel to other areas.

Programme activity will include:

- Stakeholder engagement
- Access and assessment
- Action planning
- Employment advice
- Emotional and mental wellbeing
- Psycho-education
- Transitioning into employment
- Preparing for Work Activities
- Referrals to delivery partners

### Scope of the job

With a knowledge of employment programmes, common mental health problems, service user empowerment, and working to targets. You will be responsible for the facilitation of various elements of the programme, ensuring that the activities; signposting, assessments, and goal planning, always have the individuals interests and recovery at the core.

Based in Medway you will be working closely with other team members, service users and other partner organisations. You will also work closely with the other external stakeholders including employment agencies, mental health service providers, local community groups and health organisations, along with education and training establishments for the benefit of the programme and its beneficiaries.

### **Key responsibilities**

1. To deliver various elements of our programme to achieve the agreed targets, showing a commitment to empowerment and recovery.
2. To create and execute SMART action plans with participants to move toward their goals.
3. To work with participants for between three and six months to achieve a well defined goal that moves them closer to, or in to, employment.
4. To utilize referral pathways and liaise with referral partners
5. To support the development of relationships with local employers.
6. To work with other employment projects, relevant health and social care agencies and education and training providers etc.
7. To produce and input records, monitoring data and other programme related information where required
8. To work with the programme coordinator to ensure development and promotion of the programme
9. To undertake other duties that may from time to time be necessary, that are compatible with the nature and grade of this post.

### **General duties**

1. To attend and contribute to meetings, training and other events as required.
2. To attend and contribute to the supervision and appraisal process.
3. To work within a framework which:
  - i. Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality and Health and Safety.
  - ii. Promotes Social Inclusion, Empowerment, Well-being and the Recovery Model
  - iii. Respects, encourages and builds on individual clients' coping strategies, skills and autonomy.
  - iv. Maintains good liaison with any other outside agencies as is necessary
  - v. Promotes good joint working, links and cross-referral with all North Kent Mind colleagues.
4. To travel to meetings which may require the need to work unsociable hours e.g. attending evening or weekend meetings.
5. To adhere to relevant legal and statutory requirements including the General Data Protection Regulations and the Health and Safety at Work Act.
6. A flexible and adaptable approach recognising that the duties in this role may change and develop according to need.



‘Aspirations’ Coach  
PERSON SPECIFICATION

Criteria	Essential	Desirable
Knowledge and understanding of mental health issues and the impact these have on employment and training	✓	
An awareness and understanding of how people can move forward with their lives	✓	
A non-judgemental attitude to mental health service users	✓	
An empowering and positive attitude to mental health service users	✓	
An understanding of peer support methodology		✓
Excellent organisational skills		✓
Experience of working in the supported employment field and engaging with employers		✓
Ability to work within a team	✓	
Experience of liaising effectively with internal and external stakeholders, and across different sectors.	✓	
Excellent interpersonal, communication and presentation skills.	✓	
An understanding of the need for strong professional boundaries	✓	
Pro active and flexible approach to problem solving	✓	
Experience of facilitating activities with groups		✓
Good organisation skills	✓	
Excellent IT skills to be able to use MS Office packages	✓	
Able to work on own initiative	✓	
Car driver/owner	✓	
Flexibility to adapt, and versatility, in response to changing circumstances and opportunities arising around the programme.	✓	