

## **JOB DESCRIPTION: Kickstart & Intern Programme Lead and Job Coach**

Salary	£25,000 - £28,000 per annum
Hours	Your normal working week is 5 days per week, Monday to Friday. You will be expected to work 37.5 hours per week. In addition, you will be eligible for a 30-minute lunch break which will not count towards your working hours.
Reports to	HR Director
Location	You will work between 3 locations: Secondary School 48 North Side, Wandsworth Common, London, SW18 2SL Primary School 520 Garratt Lane, London SW17 0NY and The Foundry, 17 Oval Way, London, SE11 5RR. You may also be occasionally required to work at our other sites and potentially visit other organisations and partners on our behalf.
Holidays	Holiday entitlement is 25 days annually plus public holidays
Probationary Period	Six Months
Benefits	Pension: 3, 4 or 5% matched contributions after 3 months in post, loans for Season Tickets / Bike purchase
Contract period	12 Months

### **Purpose of the role**

The Kickstart and Intern Programme Lead and Job Coach is responsible for ensuring that the Kickstart and Intern programmes at BeyondAutism are managed and administered efficiently and effectively. The role holder will be responsible for supporting the recruitment and onboarding/ induction of a minimum of 30 Kickstart participants (16-25 years old) during 2021 and 6 interns. The post will provide a point of continuity for all Kickstart trainees and would be the first point of contact should trainees have queries or issues they wish to raise. The role will also act as a Job Coach to the trainee's to help prepare them towards successfully applying for full time employment at the end of the programme. The Job Coach will advise on the process of identifying suitable positions and then helping prepare trainees for their applications, as well as coordinating a programme of CPD that provides skills and knowledge about how to best present yourself to hiring organisations.

The internship programme for 2021-2022 will provide placements for 6 new interns. The interns will be recruited into specific departments for a fixed term period of 12 months (Sept – Aug). Interns will work in their department for 2 ½ days per week and spend the remainder of the week working on projects coordinated by their department. The role holder will coordinate this programme and provide job coaching to the participants.

## Relationships

The Kickstart Lead and Intern Programme Lead and Job Coach will work within the Charity Office team reporting to the HR Director and working with a number of stakeholders across BeyondAutism.

## Key responsibilities

### Kickstart Programme

- To assist in the recruitment, selection and induction of the Kickstart trainees
- To act as the point of contact for trainees to manage any queries and issues, and to provide the overall role of line manager
- To administrate the overall programme ensuring the trainees have the required DBS checks, access, passes and IT set up at the point of joining
- To help track and monitor the placement of at least 30 trainees during 2021 reporting as required to the DWP on the progress of the programme
- To manage the Kickstart budget and work with the Finance team to ensure that BeyondAutism receives the correct grant and reimbursement for the trainees salaries
- To help design and deliver a blended training programme that enable the trainees to build up skills that will lead to sustainable employment
- To work with senior staff (SMT) to ensure that BeyondAutism meets the required statutory duties covering health, safety and welfare for all Kickstart Scheme Participants
- To coordinate and lead the provision of employability support including on-the-job training, work search support, transferrable skills development, mentoring and careers advice, and any other support to help the individuals find sustained employment after they have completed their Kickstart Scheme jobs for a period of three months
- To help participants to develop and build work skills that include developing attendance management, timekeeping, teamwork and communication skills
- To ensure that participants have regular monthly reviews to discuss performance in the role and areas for improvement
- To ensure that accurate records of each placement are maintained.

### Internship Programme

- To assist in the recruitment, selection and induction of the interns

- To act as the point of contact for interns to manage any queries and issues, and to provide the overall role of line manager
- To coordinate and lead the provision of employability support to each intern including job coaching, on-the-job training, work search support, transferrable skills development, mentoring and careers advice, and any other support to help the individuals find sustained employment
- To administrate the overall programme ensuring the interns have the required DBS checks, access, passes and IT set up at the point of joining
- To maintain accurate records of each internship
- To ensure that participants have regular monthly reviews to discuss performance in the role and areas for improvement.

Full induction training will be given to the role and to BeyondAutism.

This role is subject to satisfactory references and enhanced DBS check.