

PERSON SPECIFICATION: Kickstart & Intern Programme Lead and Job Coach

Qualifications	<ul style="list-style-type: none"> • A qualification or accreditation in Job Coaching or training in Systematic Instruction would be useful
Knowledge and skills	<ul style="list-style-type: none"> • Significant experience in working with job seekers and young people • Confidence to work effectively and assertively with a wide variety of people from young people, to senior staff and potential employers • Accuracy and precision in written presentation • Good IT skills and willing to develop further • Creative approach to problem solving • Effective time management and prioritization skills • Ability to work autonomously using own initiative, and able to make judgements on when to request support • To be flexible, adaptable, creative and willing to work outside term time, sometimes including anti-social hours • Experience of budget management and reporting • Experience of recruitment and induction • Commitment to safeguarding and promoting the welfare of the trainees in a school environment • Be enthusiastic and believe in the young person's right and ability to achieve paid employment
Personal qualities	<ul style="list-style-type: none"> • Able to develop good working relationships in a team • Professional attitude • Enthusiasm, drive and resilience • Open and honest approach • A commitment to safeguarding and promoting the welfare of children and young adults