



Job Description



Job Title:	Training Coach
Location:	Warwickshire/Midlands
Hours:	Zero hours
Responsible to:	Head of Development and Operations for England
Key working Relationships:	Community members, community leaders, DWP

Our mission is to support disabled and disadvantaged people of all ages in transformational and empowering ways to live fulfilling and inclusive lives.

About the organisation:

Circles Network is a UK wide voluntary organisation renowned for building inclusive communities on the foundations of justice, advocacy, empowerment, and friendships.

Our mission is to support disabled and disadvantaged people of all ages in transformational and empowering ways to live fulfilling and inclusive lives.

Our work is organised into four key segments:

- Circles Community
- Circles Advocacy
- Circles Equine
- Circles Academy

We are dedicated and passionate individuals who are committed to delivering the highest quality support with the values of inclusion at the heart of everything we deliver.

The Values of Inclusion

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission.

We believe that:

- everyone has a voice and the right to be heard
- all people have dreams and aspirations
- all people have capabilities and qualities
- all people should have power and control over what they do now and in the future
- the whole community can benefit from embracing diversity
- all people should have the opportunity to lead ordinary and valued lives
- all people have the right to live in and be part of the community
- all people need friendships and independent relationships, a natural support network
- all means all

Summary:

Circles Network are currently implementing a funded programme, The Rose Scott Life skills programme, in partnership with Family Action aimed at delivering life skills to support individuals in developing the skills, confidence and connections necessary to enter or advance into the workforce.

Two hourly sessions of small groups of people made fully accessible and adapted to the individuals learning style run over six weeks. Themes include:

- CV Skills
- Filling out application forms confidently
- Interview Skills
- Overcoming setbacks
- Boosting confidence to return to work
- Preparing for your first day

Main duties and responsibilities:

- Create and deliver personalised life skills modules to small groups, adapting to the needs of the group.
- Seek out and enrol people to attend life skills courses, working with local job centres, college groups and other agencies.
- Coach people through the learning, some of which is ready prepared.
- Developing activities and materials which will complement the module.
- Send out and review booking forms, forming groups of likeminded learners together.
- Complete and send off registers, feedback forms, invoices and other administration.
- Complete quarterly and yearly reports on the project.

Qualifications and Training:

- Relevant qualifications in coaching, counselling, or related fields. Additional training or certifications in life coaching or specific life skills.
- Ability to demonstrate on-going personal development.
- Understanding of safeguarding issues and their responsibilities.
- Ability to use Microsoft Office 365

Experience:

- Working alongside a range of people and their learning styles.
- Experience in delivering training and coaching to adult learners.

Personal Attributes:

Circles Network is a registered charity in England and Wales. (1043601) and Scotland (SC038068). A company limited by guarantee. Registered company in England and Wales (2972700) Registered Office: The Penthouse, Coventry Road, Cawston, Rugby, Warwickshire, CV23 9JP.

Competence - to have the ability to carry out your work efficiently, effectively and in an organised and proactive manner.

- Be solutions focused, and able to support people to overcome the barriers they may face in day-to-day life.
- Have experience of producing written reports and correspondence to a high standard.
- Can interpret and apply the principles of legislation to 'real life.'
- Effective IT skills, particularly with Microsoft Word.
- Show effective time and stress management skills.

Commitment - to show dedication and attentiveness towards those you support and the wider organisation.

- Ensure that you are adequately trained in the Safeguarding of Children and vulnerable adults and that you follow policies and procedures set out by the organisation.
- Show good time management.
- Demonstrate a continual drive at personal and service improvement and growth.
- A true belief in the values of inclusion and a passion to support people to uphold them.

Care and Compassion - to understand how other people may be feeling, showing concern/interest in their issues and lives.

- Be able to demonstrate an attitude which celebrates and respects differences.
- Show an understanding of the social model of disability, the values of inclusion, equal opportunities, and disability equality issues.
- Be able to deliver a warm, welcoming, and diplomatic approach.
- The ability to actively listen to people

Communication - to be able to successfully share ideas, feelings, and information.

- Have good spoken and written communication skills.
- Have exemplary interpersonal skills, demonstrating a diplomatic style of communication.
- Understand learning styles and their implications for how we effectively communicate with one another.
- Demonstrate an ability to communicate with people who have difficulty expressing their views or wishes for whatever reason.

Creativity - to use imagination and original ideas to support the development of your work.

- Have the ability to create accessible materials to support different communication styles and preferences.

- Demonstrate an ability to develop different ways of engaging with people from diverse backgrounds, including in group settings, so they feel at ease, can share their views and take control of their lives.

Intuition and Self Awareness - to understand instinctively those you support and be aware of the impact you have on others.

- Experience and knowledge of how to manage conflict and perceived challenging behaviour.
- Be patient, tactful, diplomatic, and approachable.
- Be able to stay calm in difficult situations.

Other

- Driving licence desirable