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**EMPLOYMENT COACH**

Connection Support has a range of services providing support to people at risk of homelessness or on the edge of needing social care. We work with people made vulnerable through debt, family circumstances, mental health issues, substance misuse, care leavers, learning disability, age, and physical disabilities.

Volunteers play a key role in the provision of vital services to our clients.

**Would you like the opportunity to apply your experience in a meaningful role to help vulnerable clients?**

* Do you have 1 hour a week to give to a vulnerable client
* Can we rely and depend on you to commit to a period of up to 12 weeks?
* Can you create and maintain positive, professional, and trusting relationships with a non-judgmental approach?

**If you can answer ‘yes’ to these questions, then we would love to hear from you!**

**Role summary:**

To encourage and support clients on a one-to-one basis to find suitable employment or volunteering.

To assess each individual and help prepare them for meaningful and suitable employment.

**Key Responsibilities**

* To support clients to identify their skills and readiness for employment and training
* To communicate with clients to understand their strengths and assisting with personal barriers
* To research and match suitable employment, work placements, volunteering or training opportunities based on client preferences
* To identify any initial support needs/adjustments that the service user may need to work successfully
* To assist with CV’s, applications and support for interviews

**Skills required**

* Good communication and IT skills
* Excellent people skills to enable you to work with a range of individuals with complex backgrounds
* An understanding of the challenges faced by those unemployed
* Cultural Awareness
* Reliable and trustworthy
* Ability to inspire and motivate others
* Respect Confidentiality
* Ability to work on own initiative and as part of a team
* Ability to operate within Connection Support’s policies and procedures

**Volunteer recruitment and training:**

Following a show of interest to volunteer as an Employment Coach, this would be the typical process that will then follow:

* You will be asked to complete a short application form, or you can send us your cv if you prefer outlining relevant experience in life or work.
* Our volunteer recruitment team will arrange to meet with you or speak with you over the phone to answer any questions you may have.
* We will apply for an enhanced DBS check for you.
* You provide two-character references.
* You will complete online training such as safeguarding adults and children

**Location: Milton Keynes**

**Fuel expenses paid**