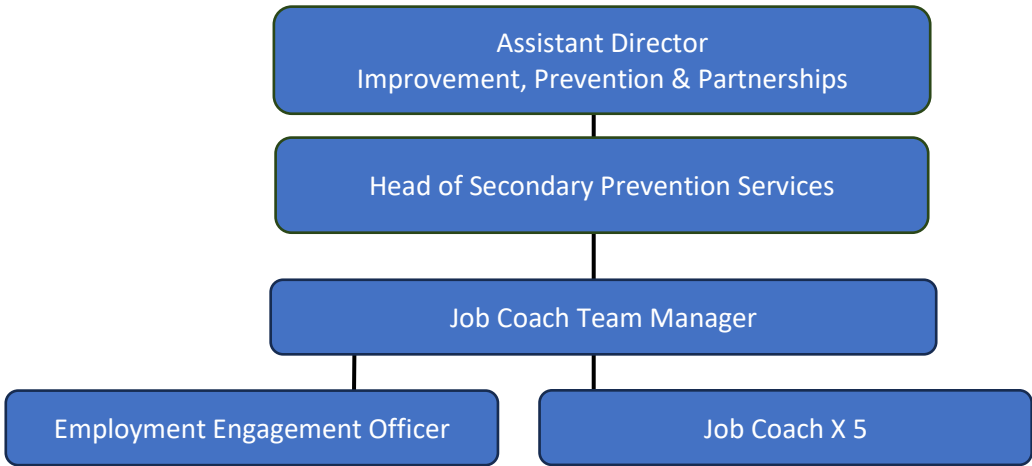


JOB DESCRIPTION & PERSON SPECIFICATION	
Director Area: ADULT CARE	Job Ref Number: 04214
Service Area: Improvement, Prevention & Partnerships	Grade: G9
Job Title: Job Coach Team Manager	
PURPOSE OF JOB: Provide day-to-day supervision and management of the Employment Coaching Team. Work directly with individuals seeking work. Develop and maintain working relationships with a network of employers in the county. Be responsible for ensuring the Employment Coaching Team supports the required number of people into work each year.	
STRUCTURE CHART:  <pre> graph TD A[Assistant Director Improvement, Prevention & Partnerships] --> B[Head of Secondary Prevention Services] B --> C[Job Coach Team Manager] C --> D[Employment Engagement Officer] C --> E[Job Coach X 5] </pre>	
MAIN DUTIES:	
1	Develop and maintain referral routes into the service. Maintain an active workload of job seekers, demonstrating best practice in person-centered employment coaching. On occasions work alongside Job Coach team members during their work with job seekers, on employer visits, and workplace support sessions to provide real-time guidance and model effective coaching. Directly support job seekers through complex employment situations, stepping in when needed to support team members.
2	Personally build and maintain relationships with employers in the county, serving as the senior point of contact for employer relationships. Proactively resolving any issues at the earliest opportunity to prevent employment breakdowns, maintaining positive outcomes in line with the key performance indicators.
3	Line manage a team of Job Coaches and Employment Engagement Officer, fostering a positive team culture focused on employment outcomes. Establish clear performance expectations and provide regular constructive feedback through both formal supervision, staff appraisal

	and informal feedback. Identify individual and team development needs, creating individual work targets and development plans.
4	Lead and manage the team workload, ensuring fair distribution of work. Facilitate regular team meetings that promote knowledge sharing, collaborative working and the celebration of successful work outcomes for job seekers.
5	Work with Job Coaches to review job seekers' plans and progress, offering guidance to overcome barriers and ensuring job seekers receive high-quality support throughout their employment journey.
6	Develop and implement a service plan based on job seeker feedback, team input, and requirements of the service commissioners. Monitor service performance against key performance indicators and ensure action is taken to meet these. Provide regular updates to the commissioners and senior leaders.
7	Create and maintain systems for tracking job seekers' progress, employment outcomes, and employer relationships. Ensure all job seeker records, risk assessments, and documentation is maintained on MOSAIC and meets required standards.
8	Contribute to the development of service policies, procedures, and resources that enhance employment outcomes for adults with learning disabilities and autism in the county. Represent the service at relevant forums, networks, and strategic meetings to promote the employment of adults with learning disabilities and autistic adults.
9	Develop and implement a strategic employer engagement plan, personally leading partnerships with key employers to secure commitment to inclusive employment practices through networking events and information sessions. Collaborate with employers to create work experience opportunities, and inclusive recruitment pathways.
10	Promote awareness of the team and build relationships with key stakeholders including social care teams, healthcare professionals, schools, and families to ensure cohesive client support while collaborating with commissioners to align service delivery with strategic objectives and representing the service at multi-agency meetings.

PERSON SPECIFICATION

Requirements	Where identified	Essential	Desirable
Personal Commitment: Passionate belief in employment potential of adults with learning disabilities and autism.	A I	X	
Experience and Leadership: Proven experience supporting adults with learning disabilities and/or autism in person-centered ways, with demonstrated leadership skills and supervisory experience in employment support or related fields.	A I	X	
Employment Expertise: Knowledge of employment support approaches including job carving, workplace modifications, job coaching techniques, and ideally a track record of securing job placements and building employer relationships.	A I	X	
Service Development: Experience in service development, quality improvement, and preferably budget management with ability to analyze service data, identify trends, and implement improvements	A I	X	

Coaching and Engagement: Ability to model best practice in employment coaching and employer engagement.	A I	X	
Relationship Building: Excellence in building relationships with adults with learning disabilities, autism, their families, support networks, employers, professionals, and senior stakeholders	A I	X	
Communication Skills: Excellent communication abilities with capacity to adapt style for diverse audiences and represent The Council professionally to employers and stakeholders	A I	X	
Management Capabilities: Strong organizational and time management skills to balance management responsibilities with direct work, including performance management and constructive challenge resolution	A I	X	
Benefits and Technology: Knowledge of welfare benefits relating to employment, local employment opportunities, and assistive technology that supports workplace inclusion	AI		x
Risk and Safeguarding: Understanding of risk management processes and knowledge of safeguarding procedures with commitment to maintaining safety standards	A I	X	
Professional Development: Commitment to continuous personal involvement in direct work, flexibility in working hours, and ongoing professional development for self and team members	A I	X	
Qualifications: Full UK driving license with vehicle access for work purposes, relevant qualification at NVQ Level 4 or above in social care, supported employment, management, or related field or significant equivalent experience		X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.