

PERSON SPECIFICATION
Careers Coach

Factor	Essential	Desirable
Experience	<ol style="list-style-type: none"> 1. Experience of providing in work support 2. Experience of managing a caseload of participants, maintaining their motivation and delivering IAG 3. Experience of employer and stakeholder engagement and relationship management 4. Experience of working to targets and meeting deadlines 5. Experience of organising and delivering outreach activities 	<ol style="list-style-type: none"> 6. NVQ Level 3 in Information, Advice & Guidance, coaching or equivalent 7. Experience of delivering coaching or mentoring 8. Experience of delivering training
Knowledge & understanding	<ol style="list-style-type: none"> 9. Understanding of the challenges faced by disadvantaged groups in finding full time or better paid work, and the range of different approaches to address this 10. Knowledge of the local labour market, specifically growth sectors 	<ol style="list-style-type: none"> 11. Knowledge of welfare reforms and the implication it has for people working part-time 12. Knowledge of London Living Wage
Skills & Abilities	<ol style="list-style-type: none"> 13. Excellent written and spoken English 14. Ability to keep records and monitor activities 15. Ability to use a range of IT systems competently in day to day work including experience of using MS Office 16. Ability to manage time well and identify priorities 	
Other requirements	<ol style="list-style-type: none"> 17. A commitment to equal opportunities and to promoting rights, privacy, dignity and choice for all individuals 18. A willingness to promote and positively implement RedbridgeCVS' Equal Opportunities & Diversity policy and procedures 19. A positive commitment to working in a multi-cultural area 	<ol style="list-style-type: none"> 20. A willingness to work flexibly, including evenings, where required

This role is funded by the DWP's Community Budget Fund and administered by LB Redbridge (Work Redbridge).

