

## Job Description

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**Job Title:** Training & Development Coordinator      **Reports to:** ATD Team Leader

**Division:** Jersey Employment Trust Ltd (JET).      **Hours:** 38 per week

**Starting salary:** £34,086 per annum

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### JET mission statement

Our aim is to empower and facilitate people in Jersey with a disability and/or long-term health condition. To maximise their potential to gain and develop skills towards employment through individual training and support.

### Job Purpose:

To manage a caseload of clients within the Acorn Training and Development (ATD) service, who will benefit from accessing group volunteering projects.

To ensure that clients who are accessing group projects at Acorn are regularly monitored and to help them progress towards their vocational and employment goals.

To liaise with tutors and support staff regarding the planning and delivery of group volunteering projects, to ensure the smooth running of the Acorn Training and Development Service.

### Principal Accountabilities:

- To support clients in group projects which may include such sessions as allotment, wooden gifts, upcycling, metal recycling and Reuse charity shop sessions.
- To organise and attend regular reviews for all clients on your caseload and to work in partnership with all other agencies/family members when required, to ensure a multi-agency approach
- To liaise with all Acorn Coordinators and support staff, to assist clients to access the Acorn group volunteering projects, helping oversee clients' individualised goal plans and the monitoring of client's progress and ensuring quality of service through client reviews, etc.
- To liaise and inform the Team Leader and Service Manager of capacity issues within the group projects and assist in finding solutions.
- To identify any adult/child safeguarding issues and bring them to the immediate attention of the senior management team; To ensure your knowledge of safeguarding is kept up to date by attending training and being aware of the reporting processes within JET.
- To provide supervision and performance review/appraisal if required, for staff under your jurisdiction.

- To ensure that the Acorn Training and Development service works in partnership with people with a disability, to maximise their ownership and control over their pathway that may lead towards voluntary work, training and future employment.
- To maintain quality assurance systems including the database, client records, reports and statistical data in line with data protection laws, and as required by the managers Within the Trust.
- To liaise with the Acorn Client Services Manager regarding any specific adaptations, alterations, or advice required for clients or further information regarding therapeutic and/or medical intervention.
- To assist in the delivery of the marketing strategy and other promotional initiatives, liaising with the Acorn Client Services Manager at all times.
- To liaise with other staff members within the Acorn team and the wider JET team, ensuring good communication and that services are coherent and meet the needs of the clients.
- **Secondary Duties:**
  - To participate in specific and generic training for personal career development and assist in the delivery of such events to fellow co-workers when deemed appropriate.
  - To provide cover across the organisation for colleagues and as directed by managers within the Trust.
  - To lead and take part in presentations to clients and other agencies ensuring they are affective to suit the needs of the audience.
  - To undertake any other duties as required by the Acorn Client Services Manager.

#### **Knowledge, Skills, Experience, Qualifications: Person Specification**

|    |  | <b>Essential</b> | <b>Desirable</b> |
|----|--|------------------|------------------|
| 1. | A good general educational background  | √                |                  |
| 2. | A professional qualification in Occupational Therapy, Supported Employment, Teaching, Training, Human Resources or Information Advice and Guidance.      |                  | √                |
| 3. | Experience of working with/supporting people with disabilities and/or health conditions.   | √                |                  |
| 4. | To be computer literate and able to use Microsoft Office software.   | √                |                  |
| 6. | Excellent communication and presentation skills both oral and written.   | √                |                  |
| 7. | Ability to organise own workload and work under pressure with minimal supervision.   | √                |                  |
| 8. | Knowledge and understanding of issues relating to barriers to employment for people with disabilities and those most disadvantaged in the labour market. | √                |                  |

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| 9.  | Knowledge of health and safety in the workplace, adult safeguarding and data protection laws.                                    | √ |   |
| 10. | Ability to devise, develop and facilitate training.  |   | √ |
| 11. | An ability to market the service and canvass placement providers and negotiate on behalf of others.                              | √ |   |
| 12. | Experience of managing staff and providing supervision.  |   | √ |
| 13. | Ability to develop professional working partnerships/relationships with a range of individuals and organisations across sectors. |   | √ |
| 14. | An ability to work within a team and share information with co-workers.  | √ |   |
| 15. | A valid driver's licence.  | √ |   |