



Job Description

Department:	Business, Creative and Enterprise
Post:	Skills Coach (Professional Cookery)
Responsible To:	Learning and Skills Manager

Purpose of Job:

To facilitate a range of culinary, employability, digital and personal development interventions, via 1:1 and group-based learning and development sessions.

To support the learners to develop their culinary, digital, employability and personal skills and continue to evaluate and measure their progress by creating a nurturing and inclusive learning environment.

Major Tasks/ Job Activities:

- Supporting students with the development of culinary skills to embed what has been taught previously through one-to-one or group sessions.
- Maintaining excellent working relationships with all learners, monitoring progress and creating an individualised skill plan to support them with progression into employment, training programme, apprenticeship or further study.
- Creating and maintaining beneficial working relationships with partners to develop an innovative and exciting programme that engages learners and offers progression routes and further opportunities for learners to further develop, upskill and challenge themselves.
- Liaising with external partners and referral agencies (i.e. Jobcentre Plus, youth support agencies, and voluntary organisations etc.) to recruit target number of learners onto the programmes.
- Lead on recruitment sessions to meet and induct learners interested in joining the programme, complete initial assessments, check learner meets eligibility requirements, and demonstrates commitment to completing the programme.
- Conduct one-to-one sessions with each learner to review progress, agree and complete personal action plan.
- Deliver employability workshops including sessions on developing a CV, preparing learners for virtual, group and face to face interviews.
- Deliver digital skills workshops with a particular focus on what is required to enhance their qualification and employment
- Deliver metaskills workshops and/or projects which will enable learners to recognise and develop these skills.

- Assist employers to recognise these employability programmes as their talent pool and support the learner to access any available employment opportunities.
- Build positive relationships with local employers to generate job opportunities and additional work experience for learners on the programme and match existing learners to all opportunities arising
- Attend internal and external meetings including partner and networking events.
- Work alongside sector specific staff to compliment the learning package/programme
- To mentor and impart guidance and knowledge in preparation for gaining employment.
- To play a pivotal role in helping individuals to overcome their fears and barriers and to develop key employability skills.
- To work with employers to enhance the employability programmes and facilitate interview opportunities.
- To be responsible for any administrative or compliance activity required for the projects

Any other duties within reason arising and pertaining to the post.

The list of duties is not exhaustive but serves merely as a guide.

Responsible For:

The postholder is not responsible for any staff.

Decisions Made in Course of Job:

Pathways for students, in college or outwith
Referral onto other agencies

Supervision Received:

The postholder reports to and works closely with the Learning & Skills manager with whom they will communicate and report progress to regularly and from whom they receive any direction as appropriate.

Contacts:

Students
Potential students
Internal staff and teams
External agencies
School staff

Educational/ Vocational Qualifications Required:

Educated to SCQF Level 7 in a relevant field

Experience Required:

- Experience of supportive and/or coaching role
- Experience of training/supporting others in the workplace or in education
- Workplace experience
- Will have a wide variety of youth work experience and experience of employability training.

- Will have worked with learners with additional educational needs.
- Will have supported learners to overcome barriers to employment/education/training.
- Will have had experience of employer engagement.
- Will have experience of coaching in a group setting.

Complexity:

Supported decision making

Creativity:

Opportunity to work together with a range of staff to develop a range of activities for students and potential students

Special Conditions:

None