



Together Our Community (TOC)

Charity No: 1206902

www.tocommunity.org.uk

*Supporting Young Adults with Disabilities **Live, Learn and Work** in the local Community*

Learning Support Co-Ordinator Vacancy

Pay: £21,500

Job Type: 12 month fixed term contract

Hours: 30 hours, 5 days per week, 39 weeks during WSCC term time

Location: Chichester, PO19 1AR

Closing date: 28 April

Overview

Together Our Community (TOC) is a Chichester-based charity supporting young adults with learning disabilities combining supported work and volunteering placements alongside wellbeing activities within the local community. We are seeking a Learning Support Co-Ordinator to plan activities and work directly with young people to develop, support, and monitor their individual progression routes.

Responsibilities

To work with the SMT:

- To plan, lead and deliver on senior leadership agreed learning/development and wellness activities
- To deliver on new ideas and organise daily activities
- To provide individual and group mentor and coaching support to young people with diverse learning needs
- To support young people with their physical, emotional and social needs to increase their independence
- To provide guided support at work experience/volunteering placements

working as part of a team

- To complete safeguarding, health and safety and GDPR training and have regard to charity's policies supporting the leadership team to continuously improve practices in these areas in the best interests of young people, staff and volunteers.
- To assist and lead on the recording of young people's progress
- To complete all other required training.

Skills

- **Learning support and mentoring** – ability to provide effective one-to-one and group mentoring for young people with diverse learning needs.
- **Planning and delivery** – skills to plan, lead and deliver learning, development and wellbeing activities aligned with organisational priorities.
- **Wellbeing and independence support** – experience supporting young people's physical, emotional and social needs to promote confidence and independence.
- **Workplace support (job coaching)** – ability to provide guided support during work experience and volunteering placements.
- **Safeguarding and professional practice** – strong understanding of safeguarding, health and safety, and adherence to relevant policies and procedures.
- **Monitoring and record-keeping** – ability to accurately record, monitor and report on young people's progress, with good data protection awareness.
- **Good communication and IT skills**

Experience

- Experience supporting **young people or adults with learning disabilities and/or additional needs** in an education, training, employment or community setting
- Proven experience delivering **one-to-one and group support**, mentoring or coaching to promote independence, wellbeing and progression
- Experience supporting individuals in **work experience, volunteering or employment settings**, including providing job-coaching or in-work support
- Experience working within **safeguarding, health and safety, and organisational policies**, with the ability to apply these in practice
- Experience **monitoring, recording and reporting progress**, including working towards individual goals and outcomes

Qualifications (or willingness to work towards)

- **Level 3 or above qualification** in a relevant subject, such as:
 - Health & Social Care
 - Supporting Teaching and Learning / Learning Support

- Special Educational Needs (SEN)
- Youth Work
- Education or Childcare
- Up-to-date (or willingness to complete):
 - Safeguarding training
 - First Aid (or equivalent medical support training)
 - Health and Safety
 - Data Protection (GDPR)

Operational Core Hours

Monday - Friday – 9:30am – 3:30pm, West Sussex Term Times

What we offer

- West Sussex Term Time Only - Enjoy school holidays off
- Learn new skills working with a friendly supportive team
- Opportunity to making a real impact to the lives of young people with learning disabilities
- Pension

Equal Opps

TOC supports an inclusive and diverse workforce. We want to offer opportunities to people from all backgrounds irrespective of age, disability, gender and transgender status, race and ethnicity, religion and belief (including no belief), marriage or civil partnership status or sexual orientation. As an Equal Opportunity Employer, we welcome and consider applications from all qualified candidates, regardless of background.

Please note that applications can only be considered if you are currently legally entitled to work in the UK. We are not presently recruiting from outside the EU. Applicants must be able to attend a trial/interview in Chichester on w/c 8 September. Fluent English language skills are essential.

Please send CV and any additional supporting information to:
contact@tocommunity.org.uk by 28 April.