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Re: **Advertised post of Job Coach**

To Whom It May Concern:

Thank you for your enquiry about working with JobConnect@badaguish. This letter intends to give a broad outline of how we came about and what we do. JobConnect aims to provide work opportunities for people affected by learning disability. This is achieved by ensuring everything we do is person-centred, and as such, does not draw a distinction between sheltered employment (working in a supported environment like Badaguish) and open employment (for instance, working in Tesco): the individual decides and we try support them in that decision.

My post as project manager was the result of a partnership formed by Silvie MacKenzie (manager of Badaguish respite) with Patsy Rimmel (a teacher at Kingussie High), Thelma Macbeth (manager of Caberfeidh day centre), and Ellie Wolf (project manager of Health and Happiness). The partnership was created in response to the apparent shortage of learning disability employment opportunities for those living in the Badenoch and Strathspey region. My job has been to develop the programme.

Currently we have 3 job coaches, (Simon works in bicycle and grounds maintenance; Ged who works in housekeeping; and Pam supports Simon and Ged!) I am trying to develop the 'open community' side of things. At the moment we are supporting 2 school pupils and 6 young adults, but, hopefully with employing another Job Coach, this number will increase. Crucially, we try providing clients with a real sense of job satisfaction. This is achieved by matching them to specific jobs for which they then become responsible. Working in this way also provides us with information required for completing a vocational profile, from which realistic potential employment opportunities can be explored.

JobConnect has also begun working at charity events (Corryairack Challenge, Speyvalley Ten, Aviemore Half-marathon, and Sled Dog weekend) and hope to expand on these in 2007. Additionally, we are a Scottish Quality Assurance (SQA) training centre, and provide work related SQA modules. Apart from adding substance to an individual's C.V., this training also impacts upon other non-work aspects of their lives. As a Job Coach, you will be a part of this process. Indeed, JobConnect believes work to be an essential part of anyone's life, regardless of ability, and you have the opportunity of being a part of that.

Finally, I would like to say that the programme is underpinned by nearly two decades of learning disability experience: we recognise the need for flexibility and adaptability in meeting the needs of each individual, client or colleague. If you have any further questions regarding what JobConnect can offer, please don't hesitate to contact me.

Yours sincerely,

Bradley Carroll

JOB DESCRIPTION – JOB COACH

General Information:

Badaguish is an outdoor centre in a remote forest setting close to Loch Morlich and Cairngorm, approximately 7 miles from Aviemore. As well as being the base for many organised groups who are self-staffed and self-programming the Centre offers 24-hour care, respite activity holidays for adults and children with special needs.

Job Connect is a branch of Badaguish, which aims to support school pupils and adults with special needs in accessing work and training opportunities.

Qualifications:

Previous experience of working with special needs is essential.

Responsible To:

Senior Job Coach

Aims of Job Connect:

To offer people (both children and adults) with learning disabilities the opportunity to experience work.

Guidelines:

We are looking for an enthusiastic person who will:

- Set an example to clients on what constitutes ‘good work ethic’.
- Work within the Badaguish Philosophy of Care.
- Work within the Centre’s safety policy guidelines. Work closely with the staff team to ensure strict observance of these guidelines.

Principal Tasks:

- Supervise, co-ordinate and work alongside clients for completing scheduled work tasks (at Badaguish, with local businesses, or at community events)
- Observe and record client’s progress during work tasks.
- Assist the Senior Job Coach in planning and delivering of employment related training.
- Drive minibus (clean driving licence)
- Contribute to regular staff meetings and appraisals

Additional Duties:

As with most programmes, the tasks and responsibilities can be unpredictable. If a change in duty should occur, it will be compatible with the regular type of work. Should the change in duty become frequent, the member of staff will be consulted and the job description will include the task.

Personal Qualities:

- Good standard of communication in English
- Act with integrity.
- Ability to think creatively and flexibly.
- Resourcefulness.
- Ability for self-reflection.

Personal conduct and appearance must set a good example to clients and colleagues. Due to living in a small community, this applies both on and off duty.

Equal Opportunities:

The Trust recognises the need to ensure equal opportunity for its employees and applicants. The Trust's policy outlines its commitment to eliminate discrimination on the grounds of sex, marital status, race, colour, ethnic or national origin, age, disability or any other non job related factors.

Hours of Work:

Usually Monday to Friday, 09.00 to 17.00.

Salary:

£13,650 (£7.50 per hour) negotiable. Depending on experience.

Referees:

Two references will be required.

APPLICATION FORM

This form should be completed in black ink to allow clear photocopying

CONFIDENTIAL

PERSONAL DETAILS

Surname

Forename(s)

Title for correspondence (Mr, Mrs, Ms, Dr etc.)

Home Address:

Postcode:

Tel: (home)

(work)

Date of Birth:

Do you hold a current valid driving licence?

YES/NO

Who to contact in case of emergency:

Name..... Relationship.....

Address.....

.....

.....

Tel. Home.....

Office.....

CURRENT EMPLOYMENT

Current Post Title:

Date of commencement in post:

Number of days sick leave taken in the last 12 months:

Current Salary:

Employers Name and Address:

Postcode:

Period of Notice required:

Please outline your current duties:

Please detail your out of work interests:(i.e. hobbies, voluntary activities)

Please give your reasons for applying for this post, together with any additional information about your skills and experience which you view as particularly relevant to support your application. (Please continue on a separate sheet of paper if you wish)

Please outline any aspects of the post which you view as an opportunity for personal growth and training or as a personal challenge:

REFERENCES

Please provide names and addresses of two referees, one of whom should be your present employer and at a senior level where the referee can provide personal knowledge of your work and suitability for the job.

If you are not in employment, please nominate your last employer as one of your referees.

For college and university graduates and those who have not been in permanent/temporary or vacation employment please supply the names and addresses of two character referees.

If you request that your current employer is not to be contacted at the initial stage, you may still need to permit us to take up a reference at the interview stage. We will advise you of our intentions before doing so.

Referee 1

Referee 2

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Tel:

Tel:

Relationship:

Relationship:

Can referees be contacted prior to interview?

Referee 1 YES/NO

Referee 2 YES/NO

EQUAL OPPORTUNITIES

The Trust recognises the need to ensure equal opportunity for its employees and job applicants. The Trust's policy outlines its commitment to eliminate discrimination on the grounds of sex, marital status, race, colour, ethnic or national origin, age, disability or any other non job related factors. Your application will be treated in accordance with this policy.

REHABILITATION OF OFFENDERS ACT 1974

The nature of the post for which you have applied requires confirmation that you have no convictions for criminal offences, or criminal proceedings pending which would reflect upon your suitability for appointment. You are not entitled to withhold information regarding a previous conviction that is `spent` under the Act.

Do you have any criminal convictions or impending charges against you?

YES/NO

(this will not necessarily discount you from being considered for the post)

I hereby consent to verifying this information:

Signed:

Date:

I believe the information on this form to be correct and understand that any false statement may disqualify me from appointment or may render me liable for dismissal.

Applicant for the post of:

PROTECTION OF VULNERABLE PEOPLE

The successful applicant will be asked to agree to an appropriate CRBS Disclosure prior to taking up the post.

PLEASE RETURN THIS FORM WITH CV to:

The Director, Badaguish Outdoor Centre, Aviemore. PH22 1QU

Tel: 01479 861285 Fax: 01479 861258

I will not be available for interview on the following dates/times:

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