

## JOB DESCRIPTION

<b>Job Title</b>	-	Support Coordinator
<b>Reports Directly to</b>	-	CEO
<b>Indirectly Reports to</b>	-	n/a

## Our Story

We are a well-established and successful social enterprise and charity which provides employment, skills development and volunteering opportunities for adults with learning disabilities or autism. We sell goods and services to individuals and private businesses. All profits or surpluses are always reinvested back into the company to fulfil our social and environmental purposes. We are committed to giving people with disabilities the opportunity to participate in a supportive and inclusive work environment, free from stigma and discrimination. Everyone is valued for their abilities and are appropriately supported and encouraged to fully participate in all aspects of running our busy enterprises. Each enterprise supports a range of volunteer skill development placements and supported employee positions.

## Our Vision & Values

Everyone regardless of disability should have the opportunity to work if they so wish. Given the right conditions, all adults have the potential to contribute to our local economy and in doing so will learn to value themselves and others.

<b>Respect</b>	We recognise each other's differences and show consideration for one another
<b>Equality</b>	We believe that everyone contributes equally to the success of our organisation and as such will be valued and appreciated
<b>Fairness</b>	We are committed to the principles of social justice and opposing prejudice
<b>Excellence</b>	We believe in working hard to ensure we are the best we can be for our participants, staff, and customers
<b>Accountability</b>	We account for our activities, accept responsibility for them, and to share the results in a transparent manner

## Key Responsibilities

The key responsibility is to ensure appropriate support is in place to enable people with learning disabilities and/or autism to engage in employment skills development and volunteering placements in our business settings.

Specifically, the post holder is expected to:

- Lead the referral process and induction programme for individuals (participants) with learning disabilities accessing COPE Ltd in line with the Service Level Agreement and COPE Ltd social aims.
- Oversee the ASDAN Qualification Programme and lead the implementation and evaluation of training programmes based on the needs of participants. Responsible for mentoring and training Support Workers/Team Leaders to help them support participants undertaking training.



- Work with Business Manager and Team Leaders, to identify appropriate opportunities within COPE Ltd business units for people with learning disabilities and autism in line with their assessed needs. This will include looking at existing and new business ideas.
- Take ownership of information resources which ensure all staff are up to date in relation to Risk Assessment, PEEPs and Support Documentation.
- Prepare for, and represent COPE Ltd, at Community Care Reviews. Take ownership of stakeholder communication (e.g. families, carers, social care and social work) regarding participants sessions\*.
- Work alongside the Chief Executive officer to identify, understand, and action health and safety requirements of the organisation and to give proportionate attention to each of them.
- Ensure that all individuals receive detailed information and communication about the organisation's services and ensure individual feedback is encouraged, e.g. Newsletters, Participants Meetings and Surveys.
- Work as part a strong management team which promotes organisational values, adherence to policy and procedures and good practice at all times.
- Monitor and report on the outcomes of the participants and present detailed and accessible information to the CEO and Board of Directors when required.
- To carry out any other duties required by the Board of Directors in line with COPE Ltd operational plans.

\*also Supported Employees

## About You

To be successful in this role you will have the ability to: -

- Monitor performance and the support the development needs of people with learning disabilities
- Use initiative, think laterally, and strategically, to meet deadlines and produce quality work under pressure
- Build, influence and maintain successful partnerships with a range of stakeholders – internal and external.
- Ensure the capability of the organisation reflects its strategic direction, vision and culture.
- Focus and promote the support and development needs of participants

The following skills are required to fulfil this role: -

- Tertiary qualifications in Social Care / Social Work/ Psychology or a related discipline.
- Experience of working in employability, education or training.
- Demonstrated communication skills using a variety of communication methods.
- Experience of working within teams to achieve joint goals.
- Ability to travel between our business sites.
- Obtain and maintain PVG requirements