



Job Description & Person Specification Employment Coach - Loughborough

Sense single salary point: 5OPECOAXX1

Responsible to: Head of Operational Programmes

Contract: Fixed term Contract – March 2026

About Sense

For everyone living with complex disabilities. For everyone who is deafblind. Sense is here to help people communicate and experience the world. We believe that no one, no matter how complex their disabilities, should be isolated, left out, or unable to fulfil their potential.

About the Sense Employment team

Disabled job seekers experience a disproportionate level of difficulty in accessing employment with statistics showing that they are twice as likely to be unemployed.

This service is designed to help break the cycle of unemployment and reduce some of barriers experienced by disabled people in traditional employment programmes providing a holistic and person-centred programme with a range of interventions.



The team will:

- Increase our impact to reach more disabled job seekers across England
- To continue to deliver our high-quality Supported Employment programme at our hub in Loughborough and a complimentary virtual offer,
- To promote lasting change through campaigning and advocacy.

About the role

Objectives

- Plan and deliver Sense's supported employment programme in Loughborough.
- Support individuals to learn, train and find voluntary and/or paid for employment
- Develop positive relationships with employers to support job seekers in their work placements.

Key responsibilities

- Recruit people with disabilities looking for employment and/or volunteering opportunities to the programme at Loughborough.
- Develop and review individual action plans including assessment, goal setting, confidence development and self-advocacy and signpost to appropriate organisations for additional support.
- Provide supported employment opportunities through vocational profiling and job matching.
- Equip disabled employees with the tools to understand their employment rights, Access to Work and in-work benefit
- Engage employers in a range of industries to identify potential job roles, support placements and provide in-work support.
- Work alongside Sense Loughborough College to support transition of students into employment opportunities and provide continued support from Sense.
- Engage Employers and job seekers and promote the service through digital communications, network events and the provision of job fairs.



- To support the wider team in Operational Programmes to ensure programmes run smoothly.
- Actively promote the principles of equality, diversity and inclusion.
- To maintain reporting systems to evidence impact in accordance with confidentiality and GDPR principles.
- To work within Sense policies and procedures and legislation relating to health and safety and safeguarding.
- To carry out any other duties commensurate with the nature and grade of the post.

Person specification

Knowledge

- Understanding of the barriers that prevent disabled people from accessing the labour market and strategies to overcome barriers.
- Demonstrate knowledge and understanding of employment opportunities within Loughborough and the East Midlands and national initiatives and policy.
- Experience of delivering training and employment programmes.
- Relevant training within the field of supported employment (desirable) including Level 4 NVQ Diploma in Advice and Guidance, Supported Employment Techniques, Certificate for Supported Employment Practitioners or equivalent
- Knowledge of Supported Employment programmes and their successful implementation (desirable)
- Evidence of continuing professional development.

Skills

- Outstanding interpersonal skills with the ability to communicate with people who have varying levels of language, skills, and backgrounds.
- Excellent time management and prioritisation skills. Able to manage multiple projects and multi-task.



- Satisfactory standard of literacy and numeracy.
- Satisfactory level of IT literacy.

Experience

- Experience of delivering frontline support to disabled people in employability services or employer engagement
- Experience of working alongside employers in supporting people with disabilities into employment
- Exceptional customer service skills to be able to develop working relationships with other professionals, stakeholders, and referral pathways.
- Experience of using assistive technology in any environment to support accessibility
- A commitment to people with complex communication and Sense's vision and values; a willingness to learn how to communicate with people with complex communication and identify the barriers to their participation in all aspects of Sense's work.

Our values

Everything we do is underpinned by five core values. These values shape the way we work as we pursue our vision of a world where no one, no matter how complex their disabilities, is isolated, left out, or unable to fulfil their potential.

- We include
- We collaborate
- We find a way
- We challenge
- We celebrate

Other information

- This job description does not form part of the employment contract.
- This post is exempt from the Rehabilitation of Offenders Act.



November 2024