

REALISE FUTURES

<https://www.realisefutures.org/>

**Realise Futures
Portacabin,
Castle Hill
Ipswich
Suffolk, IP1 6DG**

Employability Coach Apprentice working towards the **Level 4 Employability Practitioner qualification** <https://www.instituteforapprenticeships.org/apprenticeship-standards/employability-practitioner-v1-0>

Overview

Realise Futures is one of the largest social enterprises in the East of England, employing a workforce of around 290 people, 41% whom have a disability.

The company is organised into three departments; Learning, Coaching & Advice, Employment and RF Works (six distinct social businesses). Together they provide professional and tailored opportunities that support people to realise their potential.

Role Overview

The Employability Coach Apprentice will work closely with the team of Coaches on the Work Well Suffolk, Realise Futures Coaching Service.

This is a support role; you will work directly with the Coaches to learn how to engage positively with Participants to enable them to identify their goals. You will learn how to support them overcome any barriers that are identified through the coaching process. You will learn how to promote independence, choice and wellbeing, in order to encourage participation in education, training and work-related activities. You will learn how to research local opportunities and share relevant information with Participants through bespoke Information Advice and Guidance (IAG) enabling them to progress on their Coaching journey. You will shadow Coaches, by spending time with Coaches in the office and supporting with case recording after appointments, to learn by their example.

REALISE FUTURES

Job Description

This is a fixed term position from September 2021-March 2023.

- The role is based on 30 hours a week, including study time within those hours to complete Level 4 Employability Practitioner Apprenticeship
<https://www.instituteforapprenticeships.org/apprenticeship-standards/employability-practitioner-v1-0>
- Working week hours to be agreed normal office hours are between 8.30-5.00
- The Apprentice will be expected to travel to offices in Bury, Ipswich and Lowestoft but will be based at Portacabin, Castle Hill, Ipswich IP1 6DG or Unit 19 Menta, 5 Eastern Way, Bury St Edmunds IP32 7AB

The ideal candidate will have background experience in a support role and/or advice role.

- Have a desire to support people to achieve and succeed.
- Be confident meeting different people – either face to face or on the telephone.
- Be willing to learn about goal setting and use Coaching models such as OSCAR and GROW.

You will have the opportunity to learn how to:

- Build positive working relationships with adults from a variety of backgrounds.
- Develop an understanding of working with adults with learning difficulties and autism.
- Build up a knowledge of other services within Realise Futures and other organisations across Suffolk.

Desired Skills

- Strong listening and communication skills
- Ability to build a positive rapport
- Problem-solver
- Organised
- Able to use IT and record information

REALIS FUTURES

Desired Personal Qualities

- Non-judgemental
- Motivated
- Team player
- Patient

Qualification's

- Mandatory Achievement of GCSE at Grade for or above in Maths and English
- Desirable ICT qualification and/or knowledge of Microsoft, Outlook and Excel

Reward

- **Salary** From £8.91 per hour
- **Working week** Monday, Tuesday, Wednesday, Thursday, Friday
- **Future prospects** Life Coaching, Information Advice and Guidance (IAG), Careers and Progression, Learning/Teaching Support
Flexible on how the 30 hours will look across the week

Additional Information

- Travel across Suffolk
- Must be 18 or over
- Must be able to drive and have access to own vehicle
- A large amount of computer/online work

To apply for this role, please email your CV and accompanying letter to:

Leanne Buss Manager Leanne.buss@realisefutures.org