



**Employment Coach  
Candidate Pack**

## A letter from our CEO

I am delighted that you are thinking about joining the team at PiP. I hope this pack helps you understand our work, how we support our students to achieve their goals, and gives you the information you need to apply for the role of Employment Coach.

PIP works in the Westminster and Kensington & Chelsea communities to support adults with learning disabilities and autism to achieve their potential, move towards independence, and live their best lives. We were established in 1983 by parents wanting more challenging and ambitious support for their children and we now celebrate 40 years of impact. Our history is rich & varied and we have grown from 25 students a decade ago to 80 students today.

From our custom-adapted centre on Kensal Road, where we moved in 2022, we run four key curriculum areas: Creative and performing arts; Employability, Health & wellbeing, and Independent Living Skills. Alongside this work we run services like Gig Buddies which supports our students to access social events and our SW1 service supporting older people with learning disabilities.

We challenge ourselves to be innovative and deliver a truly unique level of support and opportunities for people with a learning disability and autism. We work hard to empower our students to become as independent as they can be and live a life of their choice, despite the barriers. Everyone on the team is a vital part of ensuring that we do for the people we support while keeping a strong focus on fun.

This role is an expansion of our employment pathway and will be our first dedicated employment coach for our students. To date our coaching has been delivered across our existing staff team and comes because of increased demand among our student base for support in entering work. It is a very exciting time to join PiP and we look forward to maybe soon welcoming you to join our team.

Yours sincerely,  
Denise Largin  
CEO





## Who we are:

PIP works in the Westminster and Kensington & Chelsea communities to support adults with learning disabilities and autism to achieve their potential, move towards independence, and live their best lives.

With 28 staff and a board of 10, we work to empower over 75 adults with Learning Disabilities and Autism every year to achieve their potential, move towards independence and live their best lives. We believe our people are our largest asset to deliver an ambitious strategy, meet service demand and ensure our colleagues have the capacity to offer the quality of service we're known for in our community.

Our approach is student-led with our curriculum and each student's timetable the result of a collaborative approach with students, families, and social workers. Student goals can vary widely from learning to cook a meal to securing part-time work, to strengthening friendships or showcasing their creativity. Each student at PiP is referred by our Local Authority partners and with a waiting list of over 40 students we are confident we offer a top-tier service.

Financially we are stable with strong financial reserves and an income mix circa 75% commissioned services and 25% philanthropic partnerships. From this position of strength we plan to invest in the team, new services and projects to expand our provision and secure more impact in our community.

## Why we need you:

PiP has developed a unique reputation for our experience and quality of employment support for adults with learning disabilities. This has led to an increased number of referrals with a focus on employment, an expansion of our in-house social enterprise capacity, and more employers keen to work alongside us to diversify their staff base.

PiP is keen to respond to and meet this demand. This role for us is the next step in doing so, allowing us to increase our job coaching capacity and providing more dedicated resource for students on their employment journey.



## Who we support and why:

At PiP, our focus is on teaching and learning life skills; PiP students range in age from 18 to 91 and our average student is around 34 years old.

PiP students have a range of learning disabilities including Down's Syndrome, Fragile X, Autism Spectrum Conditions (ASC), dual diagnosis with mental health problems and/or physical health conditions such as Diabetes and Epilepsy.

PiP's team deliver person-centred support to each of our students to identify their strengths, interests and passions. We support them and their families/carers to maximise opportunities in their community through signposting and working in partnership with like-minded organisations.

Structural inequalities in society mean that people with learning disabilities are not always recognised for their skills and talents and given the opportunity to live independent lives. We want to change that. And with your skills and talents, we can make sure that every PiP student has a voice and can make their own choices about their own lives.

We are keen for our students to always have a voice, inside and outside of PiP. To support this, we run advocacy sessions and every week our students hold a student's meeting with their own agenda where they can express their views on PiP and ask about anything like new staff, our leisure programmes, or fundraising. Meeting monthly is our student council where student representatives feedback on their experience and opinions to senior management and our board.



# Our structure

This role joins at an exciting time for PiP. After staff feedback on career progression and student development, PiP last year adopted a new staff structure. This structure added a number of new roles to reflect our recent expansion in student numbers as part of our new centre. This new structure equates to nearly an extra £200K per annum investment to operate the best service possible for our students. While allowing our staff to greater specialise and offer career progression for our student-focused colleagues into management positions.

Our Senior Management Team is formed of our CEO, Service Manager, and Head of Development & Engagement - this body serves to set the strategic direction for PiP alongside our trustee board. Our day-to-day Management team comprises these roles and our three managers for students services, curriculum co-ordination, and impact & evaluation.

We then have new curriculum coordinators for each of our four curriculum areas who set the direction for each learning theme and work alongside our development workers and learning support assistants to deliver sessions for students. This role will be a part of our Employment Pathway team.



# What you'll be doing

The role's time will be focused primarily in three areas:

- Managing a caseload of adults with learning disabilities into paid employment
- Fostering partnerships which generate work opportunities for our students
- Work across the PiP team and our broad employment programme to deliver optimum results for students

Our ideal candidate will have experience of working with people with learning disabilities, or a similar vulnerable service user group, along with a strong commitment to taking a person-centred approach to the role.





# Key accountabilities

## Managing a caseload of adults with learning disabilities into paid employment

- Work across our student body with learning disabilities seeking employment or work experience to provide support, providing focused support and coaching to circa 12-16 students per year.
- Deliver the range of programme interventions with high quality and impact – this includes one-to-one coaching, parental/carers engagement, and employment events e.g. careers week
- Partner with employers, existing professional support networks e.g. social workers or supported accommodation, and parents/carers (as applicable) to provide a coordinated support package for young adults our students
- Support students to engage with opportunities provided by employers
- Document and evidence all work and use data to provide the most effective support young adults

## Fostering business partnerships which generate employment opportunities for our students

- Develop existing business partnerships to grow their confidence as inclusive employers, and their engagement with the programme Broker new business
- partnerships through business development activities, including engagement with existing services and networks, and mapping of relevant skills agencies (for example, Local Enterprise Partnerships) Take a key role in the
- development of proposals, presentations, resources and events for potential business partners, including training opportunities around inclusive employment, and supporting expertise sharing around diversity and social mobility Support with the training and supervision of business volunteers in
- mentoring, work exposure and work placements for our students Connect young people with opportunities provided by employers, including developing
- processes for candidate preparation, accessible recruitment practice and in-work support Develop resources which help young people understand progression routes and entry requirements for each route
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## Work across the PiP team and our broad employment programme to deliver optimum results for students

- As appropriate lead and support employment sessions for students
- Work with our Development and Engagement team to continue to optimise our social enterprises, events, and development programmes
- Contribute towards our impact & evaluation workstream
- Collaborate with student key workers for student goals, communication with support networks, and to identify opportunities for students

# Person specification

## Experience and knowledge - (E) = essential and (D) = desirable

- (E) Working with people with learning disabilities, or a similar client group
- (E) Experience of training, education, or employment support delivery
- (E) Experience of job coaching or supporting work placements
- (E) Understanding of and commitment to a person-centred approach
- (E) An understanding of the needs of employers and ability to articulate the benefits of having a diverse workforce to businesses
- (E) Ability and willingness to learn and carry out a variety of employment tasks in order to coach young adults with SEND
- (E) Knowledge of Safeguarding of Vulnerable Adults (SOVA) processes
- (D) Job coach or careers advising Certification or equivalent
- (D) Experience or understanding of project management and event planning
- (D) Knowledge of national and local legislation and policy affecting people with learning disabilities

## Skills and abilities - (E) = essential and (D) = desirable

- (E) Able to establish, develop and maintain constructive and professional relationships, both internal and external, with a wide variety of professional and carers
- (E) Evidenced experience of success in building strong and positive relationships with a variety of people and organisations
- (E) Able to communicate effectively, both verbally and in writing, maintain accurate records and produce reports
- (E) Demonstrable problem-solving skills and experience
- (E) Be willing and able to travel easily within London
- (E) Able to work independently and manage a large and varied workload
- (E) Effective communication with people who have complex communication needs
- (D) Managing and completing projects, including delegation of tasks and monitoring and evaluation of general progress



## What's in it for you?

- The salary for this role is circa £29,500 dependent on experience with incremental pay progression.
- You'll get 25 days holidays + bank holidays ever year. We're closed for Christmas but the rest of the year you may take leave whenever you wish.
- An extra day of annual leave for each year you've worked with us up to another 5 (30 in total)
- We offer a travel subsidy of up to £7.50 per day to help with the cost of commuting.
- We provide a 4% pension contribution
- Free Employee Assistance programme 24/7 with access to counselling
- We offer regular team meals and socials - generally during work hours and they are optional.
- We offer a cycle-to-work scheme and as we're a charity you'll get access to savings like [charityworkerdiscounts.com](https://charityworkerdiscounts.com)

## Working patterns

- This role is based at our 306 Kensal Road centre but will be required to work frequently on-site at employers to provide coaching
- The contractual hours are 37.5 hours per week.
- With our focus on supporting adults with disabilities we believe it is vital to support our staff with neurodiverse thinking or mobility issues. Many members of our team have reasonable adjustments, including members of our senior management team, and we are happy to discuss these.





## Next steps

We ask you to apply by sending us your CV to: [jobs@piponline.org.uk](mailto:jobs@piponline.org.uk), a covering letter is not required.

We recognise that your experience may be from unpaid roles as well as paid employment. Please include any voluntary work if it helps to show why you are the right candidate for the job.

We want you to have every opportunity to demonstrate your skills, ability and potential. Please contact us on the e-mail below if you require any assistance or adjustment so that we can help with making the application process work for you.

If you would like an informal discussion about the role, please email Graeme, our Employment Co-ordinator, [GraemeM@piponline.org.uk](mailto:GraemeM@piponline.org.uk)

The closing date for applications is Sunday 17th November 2024. We encourage you to apply early, as applications will be reviewed as soon as they are received and we reserve the right to close the advert sooner subject to finding suitable candidates

This post will require an enhanced DBS check to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.

