



Emotional Trauma & Therapy Specialists

Registered Charity No :1165574

ROLE PROFILE

Role Title	Wellbeing Coach (Inside Out Project)
Salary at start	£27,000
Hours	FT 37.5hours/week
Term	Fixed term for 12 months with view to continue subject to funding
Location	Mobile post based at 7-8 Cathedral Lane, Truro TR1 2QS
Post reports to	Professional Development and Training Lead
Other Considerations	All successful applicants will be required to submit themselves for an Enhanced CRB check. 6 months, with interim review after 3 months

MAIN PURPOSE AND SCOPE OF THE ROLE

You will be a key part of the Inside Out delivery team with responsibility for supporting wellbeing and building emotional resilience with participants with a view to helping them to look for and return to work or training. You will manage your own time, be pro-active in developing and delivering activities and courses and form a clear understanding of the compliance requirements of the project.

TASKS AND RESPONSIBILITIES

- Facilitate the delivery of accredited and non-accredited training and development as part of the Inside Out Project, working as part of the Project delivery team
- Support Inside Out participants with their wellbeing on a 1-2-1 basis, coaching and mentoring them to build resilience and confidence to return to training and/or work
- Co-ordinate the administration and delivery of wellbeing activity, working closely with the Community Coach.
- Ensure service is delivered in line with budget and in compliance with funder requirements
- Attend appropriate meeting both internal and externally to built excellent partnerships.

- Respond in a timely manner to all incoming communications
- Maintain training materials, update database, outcome data, & relevant documentation to ensure accurate recording of courses.
- Attend monthly service delivery meetings with Project Manager to update delivery on delivery.
- To take telephone and emails messages for CLEAR relating to the delivery of Inside Out (Coast to Coast)
- Organise, prepare and deliver training materials and lesson plans and evaluate the impact and outcomes of delivery
- Work with local employers to promote Inside Out and the Inside Out participants, securing opportunities for work placements and employment
- Help businesses who participate in Inside Out to support wellbeing at work

General Duties

- To foster excellent effective communications throughout the service both internally and externally.
- To participate in Training days and organise equipment, information.
- To be responsible for own continuing self-development, undertaking training as appropriate.
- To ensure filing systems are place and maintained.
- To undertake any other tasks deemed necessary so that the service is effective and management of the service.
- Prepare various information packs such as student pack, delegate, agency packs.

PERSON SPECIFICATION

Skills, Experience, Knowledge and Qualifications

Essential	Desirable	Evidenced By
A minimum of 3 years experience in supporting adults on a 1-2-1 basis in a coaching or mentoring role	Experience of helping people to get into work and training	CV
A teaching qualification and proven experience of delivering training courses for adults	A coaching/mentoring qualification	CV
Experience of working to targets for supporting people to achieve outcomes	Experience of working on an ESF funded project	Personal Statement Interview
A good understanding of the links between mental health, emotional	Relevant Qualification e.g. Mental Health First Aid, Connect 5	Personal Statement

resilience and barriers to work		Interview
Experience of designing, delivering and evaluating training courses tailored to specific needs	Experience of delivering training in the context of supporting people to reconnect with the labour market	Personal Statement Interview
Experience of working with employers, agencies and organisations to achieve outcomes for individuals	Excellent knowledge of the local labour market	Personal Statement Interview
Understanding of the need for confidentiality, data protection, safeguarding and good record keeping	Relevant qualification(s) or CPD	Interview

This role may be reviewed and amended, by agreement, subject to the needs of service users, the organisation and funding. The post is subject to an enhanced DBS check

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