

Job Coach (8, posts, 21 hours per week)

Location	Various locations throughout Ceredigion, Powys, Carmarthenshire and Pembrokeshire. Hybrid and Home working arrangements are available.
Reporting To	Antur Cymru - 3 posts Planed - 2 posts Foothold Cymru - 3 posts
Duration of Contract	0.6FTE (21 hours per week) to the 30 th October 2029
Salary	£27,000 per annum, pro rata (21 hours per week).

Overview of the Partnership

Porth Gwyrdd - Green Gateway - is an ambitious five-year initiative designed to inspire, engage, and support marginalised 16-30-year-olds in Mid and Southwest Wales into sustainable, green careers. The project is co-designed with and for young people who are disabled and/or from diverse ethnic communities, particularly women, those at the margins of education and employment, on low incomes, and living in rural areas. The partnership is led by Foothold Cymru in partnership with Antur Cymru, Menter Gorrllwin Sir Gâr, and PLANED, working across Carmarthenshire, Ceredigion, Pembrokeshire, and Powys.

About the Fund and Its Ambitions

The Porth Gwyrdd project is funded by the Welsh Government's Dormant Funds Green Careers Programme and is managed by the National Lottery Community Fund in Wales. The fund aims to:

- Increase awareness of green careers among young people, especially those who are disabled or from diverse ethnic communities.



- Support these young people into green careers through skills development, work experience, and long-term employment.
- Equip employers to provide inclusive opportunities.
- Share learning to influence policy and practice, driving innovation and inclusion in the green economy in Wales and beyond.

About the Role

Eight part-time (0.6 FTE) Job Coaches will be recruited—two per county—to provide intensive, person-centred support to young people participating in paid work placements, Green Career Internships, and volunteering placements. Job Coaches are critical to the project’s success, supporting participants before, during, and after their placements, and ensuring that every young person has the tailored guidance they need to thrive in the green economy.

Purpose of the Role

To provide high-quality, 1:1 support to young people aged 16-30—particularly those who are disabled and/or from diverse ethnic communities—enabling them to access, sustain, and progress in green careers through supported work placements, internships, volunteering, or alternative pathways.

Main Duties and Responsibilities

- Deliver intensive, person-centred coaching to young people before, during, and after their paid placements, internships, or volunteering roles, focusing on building confidence, skills, and workplace readiness.
- Conduct initial assessments and develop personalised learning and development plans for each participant, regularly reviewing progress and adapting support as needed.
- Support participants through pre-employment training, including soft skills, job-specific skills, digital and financial literacy, and workplace behaviours.
- Working with the Supported Employment Manager match young people to suitable green employers and placements, taking into account their interests, needs, and geographic location.

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- Liaise with employers to ensure reasonable adjustments, workplace accessibility, and the appointment and training of in-work mentors.
- Provide ongoing support and advocacy for young people in the workplace, including regular reviews with participants and employers, and troubleshooting any issues that arise.
- Offer light-touch support and signposting to young people pursuing self-employment, direct employment, or further education/training.
- Support participants to access external resources and grants, such as Access to Work, and help employers implement inclusive practices.
- Maintain accurate records, monitor progress, and contribute to project evaluation and reporting.
- Work collaboratively with project partners, Peer Ambassadors, and other stakeholders to ensure a holistic and inclusive approach.
- Participate in ongoing training, including Supported Employment Techniques (SET) and work towards Level 3 Certificate for Supported Employment Practitioners within six months of appointment

Impact and Outcomes

- Increased confidence, independence, and work readiness among young people through intensive, person-centred coaching and tailored support before, during, and after placements.
- Improved employability skills, workplace behaviours, and progression into sustainable green careers, with at least 90% of participants in paid placements showing enhanced key employment skills and confidence to pursue a green career.
- Higher rates of sustained, high-quality placements and positive employment outcomes, including progression to employment, further education, or training, for young people facing barriers such as disability, rurality, or low confidence.

- Strengthened employer capacity and inclusive practices, with job coaches supporting reasonable adjustments, mentor training, and ongoing advocacy to ensure diverse young talent can thrive in green workplaces.

Person Specification

Essential

- Experience providing personalised support, coaching, or career counselling to young people, especially those with disabilities and/or from diverse ethnic communities
- Knowledge of supported employment techniques, person-centred planning, and inclusive employment practices
- Ability to build trust and rapport with young people and employers, and to advocate effectively for participants' needs
- Strong organisational, communication, and problem-solving skills
- Understanding of the barriers faced by disabled young people and those from diverse ethnic communities in accessing employment
- Ability to work independently and as part of a wider team, managing a caseload and balancing priorities
- Commitment to equality, diversity, and inclusion
- Full UK driving licence and willingness to travel within the county/region
- Willingness to undertake further training and professional development

Desirable

- Experience working in supported employment programmes or as a Job Coach
- Completion of Supported Employment Techniques (SET) training, Systematic Instruction (TSI), or similar
- Experience working with young people with ALN (Additional Learning Needs) and/or from minority ethnic backgrounds
- Proficiency in Welsh language
- Familiarity with Access to Work and other employment support schemes
- Experience supporting employers to implement inclusive practices



- Experience supporting young people in rural settings

Other

- The partnership is committed to flexible working and supporting staff wellbeing.
- This post is subject to an enhanced DBS check.
- Full UK driving licence and willingness to travel across the four counties covered by the project.

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