

Capel Manor College

0.5 Employability Coach Skills Bootcamps

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Employability Coach – Skills Bootcamps
Scale	Business and Learning Support
Grade	Scale 5 19-21
Responsible to	Skills Bootcamps Project Coordinator
Location	Cross Campus
Contract	Part-time, Fixed-Term

Key Responsibilities:

To deliver high-quality employability support for learners enrolled on Skills Bootcamps, ensuring they develop the confidence, skills, and behaviours required to secure sustained employment. The Employability Coach will play a central role in preparing learners for work, supporting progression into job outcomes, and ensuring that programme outcomes meet funding and employer requirements.

Main Responsibilities:

- Provide 1:1 coaching, group workshops and employability sessions to Bootcamp learners, covering CVs, applications, interview preparation, digital profiles, and workplace behaviours.
- Support learners to develop transferable and sector-specific employability skills aligned with employer needs.
- Monitor learner progress, maintaining accurate records of support provided, progression milestones, and job outcomes in line with funding requirements.
- Work closely with curriculum tutors and employers to ensure employability activity is fully integrated into Bootcamp delivery.
- Identify barriers to employment and provide tailored coaching, signposting, and support to overcome them.
- Deliver employability content aligned with the Skills Bootcamp contract, ensuring learners progress into new jobs, enhanced roles, or further training within the required timescales.
- Support employer engagement activity by preparing learners for interviews, assessments, and workplace visits.
- Contribute to the design and delivery of innovative employability materials and digital resources.
- Attend job fairs, employer events, and learner showcases to promote learner employability.
- Ensure compliance with College, funding, and awarding body requirements, maintaining accurate learner records and data returns.
- Work as part of the Skills Bootcamps Implementation Team, contributing to continuous improvement and rapid implementation priorities.

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Level 3 or above qualification in Careers, Coaching, IAG, Employability, or related field (desirable)

Experience

- Experience of delivering employability, careers, coaching, or IAG support to adults.
- Experience of supporting adults into employment or progression.

Skills, Abilities and Knowledge

- The ability to develop positive working relationships with individuals at all levels
- Ability to design and deliver engaging employability workshops and 1:1 sessions.
- The ability to establish and maintain working relationships with employers
- Strong knowledge of the labour market and recruitment processes.
- Excellent interpersonal skills with the ability to motivate and inspire learners.
- Strong organisational skills, verbal and written communication skills
- Ability to work flexibly, including occasional evenings/weekends where required.
- High attention to detail and consistency of your work
- Ability to work on own initiative and under pressure with a high workload volume at times
- Excellent administrative skills

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required