



### Person Specification for Transformational Coach

Attributes	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Functional skills maths and English.</li> <li>• IT Literate with ECDL (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching/ IAG qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in the employability or careers sector is desirable</li> <li>• Experience of working with people furthest away from employment especially disadvantaged people.</li> <li>• Experience of working within and engaging with socially excluded communities</li> <li>• Experience and understanding of working with people who have encountered acute difficulties in their life</li> <li>• Experience working in a coaching, information, advice and guidance capacity</li> <li>• Experience running creative workshops, particularly those around job search, employability skills, career development and confidence building</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of monitoring and evaluating projects</li> <li>• Experience of working with statutory, community and voluntary agencies</li> </ul>
<b>Skills, Abilities &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to engage with and encourage people to make a positive difference</li> <li>• Ability to positively deal with day-to-day challenges found within communities</li> <li>• Excellent organisational, planning skills, diary and time management</li> <li>• Good working knowledge of computer software i.e. word; excel</li> <li>• Highly developed interpersonal skills with ability to set professional boundaries in relationships.</li> <li>• Experience of building strong relationships with internal and external stakeholders</li> <li>• Proven track record of achieving/exceeding targets</li> <li>• Excellent communication &amp; presentation skills.</li> <li>• Ability to work to deadlines</li> <li>• Ability to keep concise written registers and records</li> <li>• Self- driven and highly motivated</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of vocational training industry and funding requirements</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A can Do Attitude with a Positive Outlook on life</li> <li>• A desire to make a real difference to the well-being of others</li> <li>• A caring and compassionate approach</li> <li>• Able to demonstrate insight and a non-judgemental approach</li> <li>• Smart and professional appearance</li> <li>• Be a role model and have commitment to making a difference</li> </ul>	
<b>Personal Circumstances</b>	<ul style="list-style-type: none"> <li>• Have a flexible approach and willingness to work outside job role</li> <li>• Satisfactory DBS</li> <li>• Car User</li> <li>• A commitment to anti discriminatory work and equality of opportunity</li> </ul>	



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|  | <ul style="list-style-type: none"><li>• Be committed to the values and behaviours of Intact</li></ul> |  |
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