

Job Description and person specification

Job Title: Leadership Coach Supporter

Hourly Rate: £15.27

Reports to: Inclusion North Regional Manager

Job Purpose

To support the Leadership Coach to work on the Take the Lead project.

The Supporter is there to assist the Leadership Coach to prepare and take part in training workshops by helping them to use their skills, knowledge and experience.

The main role of the Supporter is there to assist the Leadership Coach in their day to day work, to share their knowledge and experiences.

To listen to the Leadership Coach and find out what their needs are so that they can confidently do their job.

Main Duties and Responsibilities

- ❖ You must work with the Leadership Coach to support them with parts of their work, they will ask for help with – for example developing PowerPoint presentations. They might be able to develop a presentation on their own but want more support to check that it makes sense
- ❖ Support with reading emails
- ❖ You must not take over and must support the Leadership Coach to do their work unless they ask for support
- ❖ You must follow the policy and procedures of Inclusion North

What kinds of skills or experience we think the Leadership Coach Supporter needs	
What	What people will need to be able to do
Knowledge and experience	<ul style="list-style-type: none"> • Experience of supporting people with a learning disability to be part of meetings, speaking up groups or other situations where the person is representing themselves or others • Able to get the best out of people by working in partnership with them • Understand and be committed to equal opportunities and diversity
Skills	<ul style="list-style-type: none"> • Ability to communicate directly with people with a learning disability • Ability to keep information confidential • Ability to support someone to think through issues, ideas or concerns so that they can make their own decisions • Technical skills including Microsoft, email, and online video conferencing – Zoom, Teams
Personal attributes	<ul style="list-style-type: none"> • Able to be patient, kind and understanding • Someone who has a good sense of humour and doesn't take themselves too seriously • To be reliable and punctual • To be flexible in their approach • Supporting someone to make their own decisions rather than taking over
Other important things	<ul style="list-style-type: none"> • Ability to travel and occasional overnight stays • Ability to use email, and telephone to communicate • Requirement to have a DBS check

Leadership Coach Supporter Application Form

Here is a short form that we ask you fill in to tell us a bit about yourself or you can send us a tape or a film that answers these questions.



Please send back your answers to Rebecca Cole

Email: rebecca.cole@inclusionnorth.org



Or you can send it in the post to:

Suite 4,
Unity Business Centre
26 Roundhay Road
Leeds
LS7 1AB

If you have any questions phone Rebecca on xxxxxxxxx

1. About You

Please tell us how we can get in touch with you in the boxes below.



Name	
Address	
Phone number	
E mail address	



What is the best way to contact you?

Phone?
E mail?
Letter?



Do you have any access needs or things we can do to support you to be a Supporter?



Do you have the right to work in the UK?

To work as a Supporter, you will need a Disclosure and Barring Scheme (DBS) check.

Do you have a DBS?

Do you agree to the DBS check?



**2. Please tell us why you would like to be a Leadership Coach
Supporter**

3. About your skills and experiences

Tell us here about the skills or experience you have that will help you do a good job as a Leadership Coach Supporter.

2. References

To check that you have all the right skills to be a Supporter we will ask 2 people who know you well. These could be colleagues, friends or other professionals.

Please give us the contact details for 2 people we can ask about your skills to be a Supporter. We will keep their details private and safe. If you have been working, one referee must be your current employer, or your most recent employer.