

Job Description	
Job Title:	Employability Coach x2
Responsible to:	Head of Inclusion
Hours:	Up to 37.5 hours per week, with part-time hours available for the right candidate
Pay Scale:	£26,325 to £27,500 dependent upon skills and experience

Profile:

About Us

Bridge Training Ltd is a small, independent training provider based in Gloucester City Centre. We are dedicated to delivering high-quality education and support in collaboration with students, parents, and carers, fostering a culture of dignity, inclusivity, respect, and ambition.

The Role

We are seeking an enthusiastic and learner-focused Employability Coach to support students in developing the knowledge, skills, behaviours, and confidence required to succeed in the workplace. Working closely with curriculum and support teams, the Employability Coach will deliver targeted employability interventions, helping learners become work-ready through practical skills development, coaching, and real-world preparation activities.

Key Responsibilities:

The Employability Coach will support learners to build resilience, independence, professionalism, and positive workplace habits, ensuring they are equipped to engage successfully with work placements, vocational learning, apprenticeships, and future employment opportunities.

You will also champion Bridge's ethos of holistic and person-centred learning.

This role is perfect for an energetic, organised, and friendly person who is passionate about helping students succeed in their education.

Bridge Training is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.

Please note

If you have spent more than 3 months working or living outside the UK in the last 5 years, then you will be required to present a copy of an overseas criminal record check. Details of how to apply and contact details can be found on the GOV.UK website.

Bridge Training Ltd is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

This post is considered as Regulated Work with vulnerable children and/or protected adults; therefore, Bridge Training follow a Safer Recruitment Policy and process, and the post will require an enhanced DBS, ***you will be required to sign up to the DBS update service (fee reimbursed)***.

We do not accept CVs, by post or email. All our vacancies must be applied by completing an application form via nicki.price@bridgetrainingltd.co.uk

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Responsibilities

- Support learners participating in Supported Internships by providing tailored employability coaching, developing workplace readiness skills, liaising with job coaches and placement providers where appropriate, and helping learners build the confidence, independence, and professional behaviours required to sustain successful employment outcomes.
- Deliver engaging employability workshops and one-to-one coaching sessions covering workplace expectations, professional behaviours, communication skills, and personal effectiveness.
- Support learners to develop essential employability skills including teamwork, time management, problem-solving, organisation, adaptability, and resilience.
- Provide practical support with job search activities, including CV development, application forms, covering letters, online job searching, and interview preparation.
- Conduct mock interviews and provide constructive feedback to help learners improve their confidence and performance.
- Support learners in preparing for and engaging positively with work experience, industry placements, volunteering opportunities, and employer-led activities.
- Work with learners identified as requiring additional employability support, creating personalised action plans and reviewing progress against agreed objectives.
- Assist learners in developing workplace confidence, appropriate professional conduct, and an understanding of employer expectations.
- Support attendance, punctuality, motivation, and engagement through positive coaching and mentoring approaches.
- Deliver sessions that promote financial awareness, digital employability skills, workplace wellbeing, and professional standards.
- Identify barriers affecting learners' readiness for employment and work collaboratively with relevant teams to provide appropriate support and interventions.
- Maintain accurate learner records, intervention notes, and evidence of progress in line with organisational requirements.

- Contribute to learner reviews, support meetings, and multidisciplinary discussions where employability outcomes form part of the learner's development plan.
- Promote equality, diversity, inclusion, safeguarding, and learner wellbeing in all aspects of the role.
- Use organisational systems, including CPOMS and learner management systems, in accordance with safeguarding and data protection requirements.
- Participate in quality improvement activities, training, and professional development opportunities to maintain current knowledge of employability practices and labour market expectations.

General

- Promote a safe, respectful, and inclusive working environment for students and staff, in line with Health & Safety regulations, the Code of Conduct, Safeguarding protocols, Data Protection (GDPR), and the Equality Policy. Ensure high standards of housekeeping are maintained throughout the provision.
- Actively participate in Bridge Training events, including parents' evenings, open days and careers events, to support learner engagement and progression.
- Demonstrate a commitment to continuous professional development by actively engaging in lifelong learning and seeking opportunities to enhance personal effectiveness and subject knowledge.
- Undertake any other reasonable duties as required, both at the primary place of work and across other Bridge Training locations. Over time, the responsibilities of this role may evolve; any changes will be made in consultation with the post holder and reflected in a revised job description. The company's appraisal process will serve as the formal mechanism for reviewing and updating this document.

The post holder will also undertake such other duties as may reasonably be required at the initial agreed place of work and other locations. In time the job may change and in consultation with the post holder, the job description will be revised and issued, as necessary. The appraisal process in place in the company will be the mechanism for instigating discussions and subsequent amendments to this document.

BENEFITS AND REWARDS

- Staff laptop
- Training and professional qualifications opportunities
- Small classes with specialist support
- Matched contribution pension scheme (Peoples Pension)
- Free on-site parking is available where space permits: however, the car park is primarily accessible at weekends
- 35 days holiday (+ bank holidays) per annum, with extra days given at Christmas.
- Free monthly car washing service
- Christmas and Easter closure period
- Team building events & paid Christmas Lunch
- Free and confidential advice, information, and counselling service

- Family friendly policies including compassionate leave, doctors and dental appointments.

PERSON SPECIFICATION

Essential

You will be passionate about working with young people and believe in second chances. You'll bring a calm, flexible and proactive approach, and know how to connect with learners who may have struggled in traditional settings.

- Experience supporting young people or adults to develop employability, independence, or work-readiness skills.
- Strong coaching, mentoring, and motivational skills.
- Ability to engage and inspire learners who may face barriers to education, training, or employment.
- Excellent communication and interpersonal skills.
- Experience delivering group sessions and one-to-one support.
- Good organisational and record-keeping skills.
- Commitment to safeguarding, inclusion, and learner-centred practice.

Desirable

- Experience within further education, training, youth work, or employability programmes.
- Knowledge of vocational pathways, apprenticeships, and workplace expectations.
- Relevant qualification in education, coaching, youth work, employability, or mentoring.
- Experience supporting learners with SEND, SEMH needs, or additional learning needs