



Competitive pay

Full Time or Part-Time

August 2025 – March 2026

(renewable)

PATH Yorkshire is a regional organisation providing training, education, and technical skills development opportunities to individuals aged 16 and above.

We are seeking for 2 EMPLOYMENT SUPPORT COACHES to join our busy and dynamic Employment and Skills team, based in Leeds.

Purpose of the Role

The Employment Support Coach will caseload individuals with diverse needs to find and maintain employment. The role involves assessing their needs, identifying their skills, developing individual support plans, providing practical assistance in job search, applications and interview preparations.

The Employment Support Coach will organise and facilitate workshops and career/opportunities talks by employers and recruiting businesses. The Employment Support Coach will coach groups and individuals to address their barriers to employment, build self-confidence, and resilience at work.

Key Tasks and Responsibilities

1. Work with communities and agencies (e.g. Job Centre) to recruit participants for the employment projects at PATH Yorkshire.
2. Evaluating an individual's skills, experience, barriers, and career aspirations to develop a tailored support plan.
3. Assisting with job searching, CV writing/updating, application processes, and interview preparation.
4. Organise and facilitate workshops, in collaboration with recruiting employers or professionals to inform participants of current jobs and opportunities.
5. Collaborating with employers to develop short-term work placements for participants to gain real work experience and skills.
6. Establishing and maintaining a supportive and inclusive environment that encourages participation, motivation, and confidence.
7. Maintaining accurate records of participants' attendance, progress, and outcomes, while adhering to relevant regulations and policies.
8. Complete programme documentation and evidencing requirements on time, keeping track of due dates, while in compliance with the quality standards.
9. Continuous monitoring of the jobs market, the industry service providers, and contributing to the development and improvement of PATH Yorkshire's Employment services.
10. Other responsibilities which may be assigned by the Line Manager.

Essential Requirements

Criteria	Essential Requirements	Method of Assessment
Qualifications	University degree in UK or abroad.	CV/Cover Letter, Interview
Experience	Work experience in teaching ESOL /English to adult learners from diverse backgrounds, with different English level skills.	CV/Cover Letter, Interview
Knowledge	Knowledge of Leeds and Yorkshire's jobs markets. Jobsites and other sources of job vacancies. Practical research methods to find support resources or contacts which will address the individual's barriers or needs.	CV/Cover Letter, Interview

Skills	<p>Excellent verbal and written communication skills which are crucial for interacting with individuals from diverse backgrounds, employers, and other professionals.</p> <p>The ability to caseload individuals, manage time effectively, prioritise tasks, and maintain accurate records.</p> <p>The ability to understand and connect with individuals' experiences and challenges in moving into employment or active jobseeking.</p> <p>Being able to identify and address challenges that arise in the employment process.</p> <p>Providing ongoing support and encouragement, even when faced with setbacks.</p> <p>Positive Coaching skills to motivate and inspire individuals to own their journey, decisions, and actions to overcome their barriers towards employment and improved lifestyle.</p>	CV/Cover Letter, Interview
Behaviour and Attitude	<p>Self-motivated, able to work proactively and problem solve.</p> <p>Willingness to work with participants of varying skill levels and backgrounds, providing support and encouragement.</p> <p>Willingness to stay up-to-date with the jobs market in Leeds/Yorkshire region, and industry's employment support providers.</p>	CV/Cover Letter, Interview

To apply: Email your CV with Cover Letter to: info@pathyorkshire.co.uk

CLOSING: End of July 2025