



Job Description

Job Title: JET Coordinator (Training, Development & Employment)

Reports to: Service/Team Leader

Division: Jersey Employment Trust Ltd (JET)

Hours: 38 per week

Salary: £35,390.16 per annum

JET Mission Statement

To empower and facilitate people in Jersey with a disability and/or long-term health condition to maximise their potential, develop skills, and gain and sustain employment through individualised training and support.

Job Purpose

To deliver a comprehensive, person-centred coordination service across training, development, volunteering, and employment pathways.

The role involves managing a caseload of clients, supporting them in developing skills, accessing training or work experience, and progressing toward paid employment. The Coordinator will work collaboratively across all service areas, including group workshop environments and employment support, ensuring continuity of support and positive outcomes for clients

Client Support & Caseload Management

- Manage a caseload of clients, providing tailored support through all stages of their journey (training, volunteering, and employment).
 - Work in partnership with clients to develop, track and review individual action plans, ensuring ownership of their goals and progression.
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Training, Development & Group Projects

- Support and monitor client participation in group-based training and volunteering activities (e.g., workshops, training, and skills-based sessions).
- Assist in planning, delivering, and evaluating training to develop employability and life skills.

Employment Support

- Provide advice and guidance on employment, training opportunities, and career pathways, in line with realistic aspirations.
- Support job search activities, including CV writing, applications, and interview preparation.
- Source and coordinate work experience, volunteering, and employment opportunities with local employers.
- Deliver in-work support, including job coaching, monitoring, and review.
- Support and advise employers around client needs and/or reasonable adjustments.

Partnership & Stakeholder Engagement

- Work collaboratively with internal teams, external agencies, employers, and families to provide integrated support.
- Promote services to employers and external stakeholders, encouraging inclusive opportunities.
- Signpost and refer clients to appropriate support services when needed.

Quality Assurance & Administration

- Maintain accurate client records, reports, and performance data in line with organisational and legal requirements.
- Contribute to quality assurance processes, monitoring outcomes against KPIs.
- Manage databases for client and employer contacts in compliance with data protection laws.

Safeguarding & Compliance

- Identify and report safeguarding concerns promptly in line with organisational procedures.
- Maintain up-to-date knowledge of safeguarding, health & safety, and relevant legislation.

Team Contribution, Leadership & Professional Development

- Work collaboratively across teams to ensure a cohesive service offer.
- Provide cover for colleagues and support wider organisational needs.
- Provide supervision or guidance to colleagues as required.

- Contribute to service development, marketing initiatives, and events.
 - Participate in training and continuous professional development activities.
 - Deliver presentations or workshops to clients, partners, or stakeholders.
 - Undertake additional duties as required by management.
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- Hold a current driver's licence and have access to transport to attend off-site meetings

Knowledge, Skills, Experience & Qualifications

Essential

- Experience working with people with disabilities and/or long-term health conditions.
- Strong communication, organisational, and interpersonal skills.
- Ability to manage a varied caseload and work independently and as part of a team.
- Knowledge of barriers to employment and inclusive practices.
- Strong IT competency, including Microsoft Office.
- Understanding of safeguarding, data protection, and health & safety.
- Ability to develop and deliver training.
- Ability to build partnerships with employers and agencies.

Desirable

- Relevant professional qualification (e.g., Supported Employment, Teaching, Occupational Therapy, HR, or IAG).
- Experience in employment support, training delivery, or multi-agency working.
- Knowledge of relevant employment and disability legislation.
- Experience of supervising or managing staff.