



**JOB TITLE:** **Training Co-ordinator**

**RESPONSIBLE TO:** **Operations Manager**

**Hours per week:** **10 hours per week – worked flexibly across the week**

**Contract:** **1 year fixed term. Contract extension subject to funding.**

**Salary:** **£6,489 per annum**

**Job Description**

Worthing Mencap is an active local charity that has been serving people with learning disabilities and autism for over 65 years. Worthing Mencap deliver a range of services for people including work- based training, information and advice, practical and social support.

Buddys is a coffee shop that supports people with a learning disability or autism to learn and develop key work and/ or daily life skills and experiences.

We are seeking a competent and enthusiastic individual to co-ordinate and facilitate the day to day running of Buddys coffee shop services and contracted training services at Worthing Mencap. The successful applicant will co-ordinate and maintain the framework and content of the training placements across Worthing Mencap. The role holder will nurture referral pathways with external partners and manage the referral / enrolment process as well as the training placement itself.

The role holder will:

- Work with the Operations Managers to deliver Buddys services in line with the needs of the charity's beneficiaries.
- Work with the Buddys Shift Supervisors and Social Hub Co-ordinators to facilitate the day-to-day delivery of Buddys Coffee Shop services, training provision and Social Hub.
- Arrange, process and schedule training placements across the charity and act as the point of contact for students.
- Maintain the training placement framework that the students follow during their time with Worthing Mencap.
- Work with Buddys/ Shop supervisors to implement and deliver the training programme.
- Undertake the new student inductions.
- Identify and agree individual goals with each student, ensuring each student gains the most out of their experience.
- Meet with students on a regular basis to monitor progress and provide 1-1 coaching as required.
- Keep accurate KPI indicator records to accurately report back to funders.
- Make onwards referrals to external employment services.
- Engage training alumni to stay connected with Worthing Mencap after their training.

- Contribute to the ongoing development of training opportunities for our beneficiaries across Worthing Mencap.

**Please note:** This is not an exhaustive list of responsibilities associated to the Training Co-ordinator role. Other duties will arise for the role holder whilst in post.

Ideally this role would be worked flexibly across the week in line with the service's needs.

Overtime hours will likely be available on an ad hoc basis (optional).

## Our Vision

To enable people with disabilities, primarily those with a learning disability to lead full and independent lives.

## Our Mission Statement

To champion the rights and provide support to people with disabilities, primarily those with a learning disability and their families, carers and supporters. We will achieve this through a range of opportunities and services in the Worthing and surrounding area to enable them to lead independent lives engaging fully in the local community.

## Our Values

INFORMED by our members

RESPECT all people

CHALLENGE wrong ways of thinking about disability

TRANSFORM lives

CONFIDENT and develop new ideas whilst growing peoples strength

INCLUSIVE encompassing all abilities

## **Person Specification**

The successful applicant will be able to demonstrate their strength and experience in the areas stated below during the application process and at interview.

Experience	Essential	Desirable
Experience working with people with learning disability or autism	X	
Experience of working in an employability project/ service		X
Professional experience in relevant or transferable field	X	
Professional qualification in relevant or transferable field		X
Skills	Essential	Desirable
Ability to organise workload effectively	X	
Ability to multitask	X	
Good relationship management	X	
Able to work as a team to achieve outcomes	X	
Excellent communication skills	X	
Ability to create and implement programmes of work	X	
Ability to use initiative in a work setting	X	
Ability to be creative to achieve outcomes	X	
Awareness of safeguarding (training provided)		X
Personal attributes	Essential	Desirable
Organised	X	
Approachable	X	
Interpersonal skills	X	
Adaptable	X	
Shows patience	X	
Enthusiastic	X	

- **Worthing Mencap is committed to safeguarding and promoting the welfare of all vulnerable people using our services. We expect all staff, volunteers and visitors to share this commitment.**
- **There is an expectation that all staff will actively participate in some fundraising and promotional events outside of paid working hours to support the charity's mission.**
- **This post is subject to enhanced Disclosure and Barring Service check (DBS), satisfactory references, proof of qualifications (if applicable) and a 6-month probation period.**
- **Appropriate training will be given to the successful applicant (if applicable). Proof of right to work in the UK required.**
- **Worthing Mencap is a level 2 Disability Confident Employer and is proud of our diverse staff and volunteer team.**

**How to apply:**

Please contact our office to arrange for application forms to be sent via email. 01903 202030

[Buddys@worthingmencap.org](mailto:Buddys@worthingmencap.org)

Closing date: Midday on 19<sup>th</sup> December 2025 – we reserve the right to close the vacancy early if sufficient applications are received.

Interview dates: TBA