

The background features abstract, overlapping green geometric shapes in various shades of green, creating a modern and dynamic look.

*Academic and Employability Skills Work  
Coach role at the Jobcentre*

*BMSW4001  
Jesica Mora(2010296)*

*Mr. Peter Allen*

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# *Academic and Employability Skills Work Coach at the Jobcentre*

- ▶ Skills for work in the job Centre
  - ▶ Benefits
- ▶ Responsibilities
  - ▶ Actions
- ▶ Improvement

# *Skills for Work at Coach at the Jobcentre*

- ▶ Flexible (Time Management)
- ▶ Persuasive.
- ▶ A good communicator (Presentation)
- ▶ A relationship builder.
- ▶ Persistent.
- ▶ Supportive ( Online Learning courses)
- ▶ A Good team worker.
- ▶ Confident and resilient.

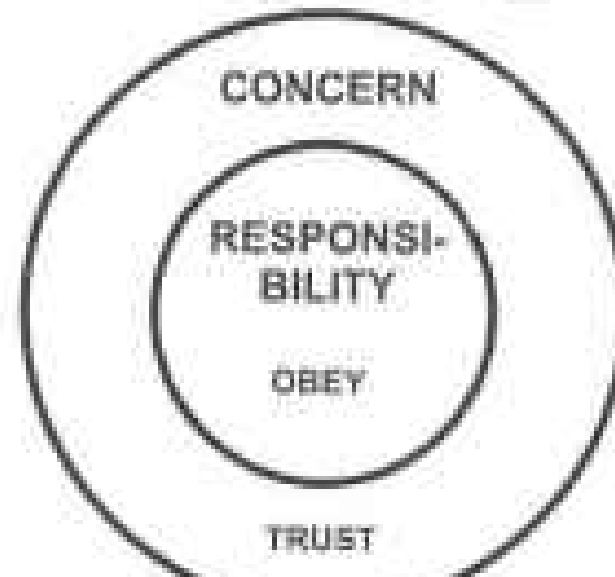


# Benefits

- ▶ Pensions
- ▶ Salary
- ▶ Development ( progression)
- ▶ Talent Management ( up Skilling )  
(improve you skills )
- ▶ Working for the Government in the  
Job Centre.
- ▶ Flexibility
- ▶ Job Security

# Job Responsibilities

- ▶ Encouraging people to work and making work pay.
- ▶ Encouraging disabled people and those with ill health to work and be independent.
- ▶ Provide support in CV. Free CV, templates, samples ,formatting.
- ▶ Cover letter writing .
- ▶ Help people to find a training to prepare to find a better employment.



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# skills I need to improve for apply this Job

- ▶ Managing a Quality Service and Making Effective Decisions (Level 2).
- ▶ Communicating and Influencing Behaviour (Level 2)
- ▶ Build my confidence and develop my knowledge on computers skills and online tools.
- ▶ Improve my Oral and Writing communication skills.

# Action I need to improve the skills

- ▶ The learning program offer The University of Wales trinity Saint David its perfect for me because they been teaching me about Employability , Making Effective Decisions level 1 , and I am very motivated to continue to study next year in Making Effective Decisions (Level 2).
- ▶ My next goals is to finish my career in Human Resources.

# Summary

- ▶ I am currently working in House of Fraser . I have 7 years experience a Sale Assistant.
- ▶ My aim for this year is to find a better job. I am very interested in the Work Coach role in the Jobcentre (DWP)
- ▶ My next goals is to finish my Career in Management and Human Resources.

# References

► <https://nationalcareers.service.gov.uk>