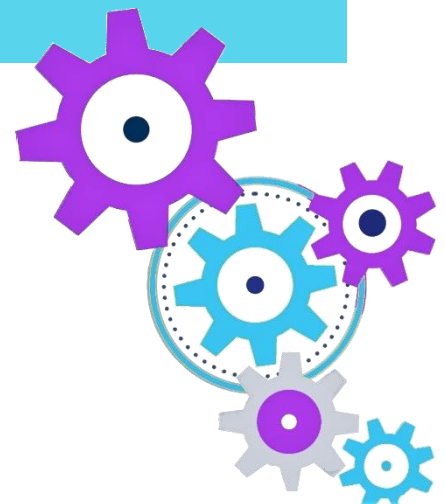




Brain Injury Skills Coach

Headway Birmingham & Solihull

Recruitment Information Pack





Thank you for your interest in becoming our new **Brain Injury Skills Coach** at Headway Birmingham & Solihull.

Our organisation, which has been established for over 30 years offers a variety of support services for people across Birmingham & Solihull with Acquired Brain Injury (ABI) and their families/carers. We are also committed to the safeguarding and welfare of our clients.

We are looking to recruit an enthusiastic, friendly, positive, caring, self-motivated **Brain Injury Skills Coach** who has the drive, personality and reliability to make a real difference to our clients' lives. Your role will involve being responsible for the preparation and delivering of training sessions for clients attending our hub located in Sutton

Coldfield (Wylde Green) and cover at our hubs in Moseley and Rubery on pre-agreed occasions as required.

Headway Birmingham & Solihull currently employs over 90 staff as well as having a large number of student placements and volunteers.

We have many new and exciting projects to help provide future sustainability and improve the services we offer.

We look forward to meeting you and hope you may become a part of our Headway family.

Sue Tyler

CEO

Our Mission

“to promote greater understanding of all aspects of brain injury and provide support, information and services for people who have sustained brain injury, their families and carers”.

Whose life did you improve today?

Everyone who works for us is contributing to making a real difference to the lives of many people affected by brain injury.

We

ASPIRE

To provide the highest quality services that achieve desired outcomes



We

PERSONALISE

Every person should feel safe, cared for, respected and treated as an individual



We are

INCLUSIVE

We embrace diversity



We are

ETHICAL

We uphold integrity and personal conduct and are open, honest & accountable.



We

COLLABORATE

We believe in the power of working together in teams and with partners to amplify our impact



We are

EFFICIENT

We are energy conscious, resourceful and do 'more with less'



As well as meaningful work, great colleagues and outstanding training, our paid roles offer:

- Annual leave – a generous **33 days** each year (to include 8 bank holidays)
- **DBS Check** – we cover the cost of your DBS check and further renewals once probation passed
- **Company Pension Scheme**
- **Wellbeing Support, Advice and Guidance** – via our in-house trained 'Mental Health' Champions', 'Menopause' Champions and 'Dyslexia' Champions and/or **Maximus Mental Health** services through an online portal or over the telephone
- **Induction** - We pay for you to attend our **comprehensive induction** and on-going training to include the **Care Certificate and E-learning Certs**
- Confidential **counselling** service
- **Free parking** at our most of our sites according to limited availability
- **Free refreshments**
- **Brain Injury Certificates – Level 1 & 2** - free specialist training in brain injury
- We can support you to obtain a range of **qualifications** according to roles and support you with further development
- **Staff Referral Scheme** – earn £25 for referring a friend into a vacant Headway Birmingham & Solihull position
- **GEM Awards** – All of our employees are stars in our eyes and each year colleagues make nominations for our special awards
- **Social events**, fundraising and team building – we value all our employees and try to bring people together socially
- **Blue Light cards** provided for you to use at Highstreet retailers, days out, gifts, holidays and even when buying a car – Headway will purchase for you.
- **Long Service Awards** – receive extra (pro-rata equivalent) annual leave after reaching 5 years and thereon
- **Milestone Awards** - Voucher awarded for 5 years and every further 10 years
- **20% off purchases** in any Headway Birmingham & Solihull Charity Shop
- **Headway Anniversary Awards** - salary increments given as per anniversary policy
- **Special Birthday days** – an extra day leave on your 'milestone birthdays'
- **Health Scheme** – employees can opt into the BHSF healthcare plan through which Headway B & S will pay at the basic level. This enables employees to claim back money towards general day to day healthcare such as opticians and dentists
- **Duvet Day** – get rewarded for coming into work with an extra day off (equivalent to usual working day/pro-rata) for completing a full year's attendance without any time off (from April – end March). This will not take into consideration any absences which are related to a declared/known disability or pregnancy.
- **Respite Day** – a paid day off awarded for working carers who go above and beyond

Even though we are a small charity we feel we offer many great benefits that will hopefully make you **'feel valued, feel well balanced & feel looked after'**

JOB DESCRIPTION: BRAIN INJURY SKILLS COACH

Work Area: - ABI Services Based at: Sutton House, Wylde Green with occasional cover at our other 2 hubs across Rubery and Moseley	Hours: 35 hrs per week Usual hours – Monday to Friday 8:40am – 4pm Fixed hours system. Some flexibility required to suit job requirements.	Starting Salary: Grade 5 Pay Spine 1 £23,587.20pa (depending on experience and qualifications)
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Reports to: **ABI Services Manager**

JOB SUMMARY

To be responsible for the preparation and delivering of training sessions for clients attending the Development Centre and to oversee their safety, comfort and well-being at all times whilst at the Centre or participating in off-site activities. To drive the Headway mini bus where qualified to do so / HBS vehicle when required to, transporting clients across from either centre and driving them out into the community.

MAIN RESPONSIBILITIES

1. Using our session plans, to prepare and run training sessions within the agreed programme to include areas of educational skills, IT, brain injury deficits, art & crafts, social skills, communication and attending college courses & social activities.
2. Ensure training materials are reviewed/updated and new session plans introduced.
3. Update records after sessions. Produce reports and feedback as required, always ensuring due confidentiality and discretion.
4. Ensure clients are supervised at all times; anticipating and responding to daily occurrences that may put at risk the safety of clients or staff. E.g. changes in behaviour; epileptic fits; accidents; threats/quarrels.
5. During off-site activities exercise extra vigilance to ensure the safety of clients & third parties in the less controlled environment.
6. May be required to escort clients in your own private vehicle to activities in the community from time to time as required, although driving is not a requirement of the role.
7. Ensure that clients' personal needs are attended to appropriately. E.g. organising lunches and assisting in the development of meal-time skills; help with toileting whilst maintaining the client's dignity and assisting their development of appropriate skills; assisting in developing other skills regarding personal hygiene; giving help as required with transfers and mobility; overseeing individuals' transport arrangements and care of belongings.
8. Supervise any other staff or volunteers assigned to assist in the delivering of training and in general sessions.
9. During temporary absences of management accept responsibility for the safety of clients, volunteers and any visitors in the Centre and for security of the building.
10. To be a trained first aider for the building when onsite and the group when in the community.
11. To be part of the Headway team, contributing to wider activities by volunteering on at least one outside of hours event and assisting at compulsory fund-raising events etc.
12. Be flexible to suit the needs of the post and work fairly with the team as required, including taking turns in small extra duties outside of normal hours such as getting the centre supplies or waiting for late taxis.
13. Attend fully any training, coaching or team meetings etc as required, outside the normal working day.

- 14. Uphold all Terms and Conditions of the post including covering in emergency situations as required and upholding all other policies such as Health & Safety, Equal Opportunities, etc
- 15. Undertaking other tasks as agreed with the ABI Manager from time to time

HEADWAY BIRMINGHAM & SOLIHULL

PERSON SPECIFICATION FOR THE POST OF

BRAIN INJURY SKILLS COACH

FACTOR	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS	GCSE/O-levels (or equivalent) in English & Maths. Computer literate NVQ 3 in Health & Social Care or equivalent(or willingness to achieve this in the first 2 years of service)	Basic teaching qualification Possession of a clean Driving licence with D1 entitlement to drive a minibus
HEALTH & PRESENTATION	A friendly manner with neat and clean appearance Acceptance of staff dress code	In robust health, not subject to frequent illness
KNOWLEDGE & RELEVANT EXPERIENCE	Working with people having some form of disability Previous care/teaching or day centre work Running activity sessions Able to travel to other hubs as and when required	Working with brain-injured people. Lesson planning Driving a mini-bus Full valid driving licence (D1 entitlement) Full valid driving licence / full use of car / business insurance to enable transporting clients
SKILL REQUIREMENTS		
INTERPERSONAL SKILLS	Good at developing relationships Able to identify client concerns/needs & fears Can exercise patience when required Calm, collected & caring at all times	Outward going with a good sense of humour An interest in people with brain injury and their daily living problems
ORGANISATIONAL SKILLS	Able to work as a member of a team yet also alone Able to plan & organise own workload Abe to multi task Able to lead group training sessions and supervise helpers. Common-sense	Alert and watchful for potential problems Quick thinking and able to respond positively
COMMUNICATION SKILLS	Clearly understood and self-confident Discreet & able to keep confidences Able to communicate well with professionals and speak to an informal audience Clear writing & speech Able to inject humour & fun into sessions	Able to produce new ideas and suggest improvements

HOW TO APPLY

To formally apply, please submit a full CV detailing education and employment to date along with the supporting statement form below (maximum 2 sides of A4) that clearly outlines your suitability and experience for the role against the criteria provided in the person specification. Please include your interest and motivation in applying for this position.

Please send your application to personnel@headway-bs.org.uk

If you would like to have an informal conversation about this opportunity you can contact our Personnel Department:

- Donna Rowe (Personnel Recruitment Officer) on 0121 457 7541 (option 5), Monday – Friday, 9AM – 3:30PM

RECRUITMENT TIMETABLE

Closing date for applications:	Dates: Thursday 13th November 2025, 12pm
Candidates informed of interview:	Dates: Within one week of application received
Interviews:	Dates: To Be Confirmed



Registered with
FUNDRAISING
REGULATOR

Headway Birmingham & Solihull
Registered Office: Leighton House, 20 Chapel Rise, Rednal, Birmingham B45 9SN
Tel: 0121-457-7541
E-mail address:- enquiries@headway-bs.org.uk
Registered Charity No 1008798 Company Reg No 2686647

Affiliated to Headway – the brain injury association. A registered charity