**Job Title: ThinkForward Progression Coach**

**Reporting to:** London Regional Delivery Manager **Location:**  East London

**Contract:** Full-time **-** temporarymaternity cover position  
**Starting date:** Early August **Salary:** £35,045

**Overview of ThinkForward:**

ThinkForward is a breakthrough coaching programme that ensures young people who are disengaged from or underperforming at school receive support to transition into sustained employment. Young people are identified for the programme aged 13 based on risk factors known to increase their chances of future unemployment. They are offered one-to-one support from a progression coach who builds a trusted and long-term relationship over five years, helping them to overcome challenges in and out of school and linking them to ready for work activities provided by a community of businesses. By the end of the programme young people develop the aspirations, skills and mindsets needed to thrive and sustain employment.

**Purpose of the Role:**

Our progression coaches are at the heart of the ThinkForward initiative. Coaches provide young people with personalised one-to-one coaching and group activities, as well as exposure to the world of work and cultural enrichment activities. Coaching enables young people to overcome challenges holding them back from achieving their potential and ultimately a safer and more successful pathway into employment and adulthood. Our young people are supported by ThinkForward for five years, from 13-18 years old.

Our progression coaches project manage the ThinkForward programme within one of our schools and its local community, ensuring that quality and impact is achieved, while also managing successful relationships with our partner schools and businesses.

**Key Responsibilities:**

With young people – to build and maintain relationships with young people to ensure that the ThinkForward programme has impact

* Engage young people in the ThinkForward programme
* Assess the needs of the young people, using outcome data to design a tailored action plan
* Use the ThinkForward coaching methodology to hold regular one-to-one and group sessions with young people
* Ensure young people engage with opportunities provided by third parties including employers and partner charities
* Ensure that young people meet the required outcomes of improved behaviour, improved attendance, level 2 and level 3 attainment, and a sustained transition to further education, employment or vocational training, continually driving their work readiness
* Adhere to all relevant policies (safeguarding, health and safety, etc.) when delivering activities with young people
* Document and evidence all work and use data to provide the most effective support with young people
* Liaise with and support parents, carers, guardians etc of the young people, and other relevant third parties

In school – accountable for day-to-day relationship management of ThinkForward-school relations

* Liaise with senior school staff to establish and manage the relationship between the school and ThinkForward
* Represent ThinkForward at school senior leadership team and governor meetings
* Oversee enrolment process with school staff to identify at risk young people based on ThinkForward’s scoring mechanism
* Build an extensive knowledge of the support available to the cohort of young people
* Work with school data manager for regular access to required data
* Produce and communicate termly reports to demonstrate impact
* Review with the school, the quality and impact on a termly basis

With colleagues - share knowledge and experience with colleagues to improve effectiveness of the programme

* Report risks to relevant member of staff
* Participate in peer quality assurance processes
* Collaborate with internal support staff to ensure young person outcomes are maximised

Programme quality and standards – to ensure that delivery of the ThinkForward programme meets the required standards

* Perform a termly review and plan of the ThinkForward programme
* Ensure that the Programme Promise is met i.e. one-to-one meetings, group work, action planning, ready for work activities
* Ensure that activities are planned according to need and in line with budget
* Ensure that all interventions are logged on database
* Work in adherence to organisational policies
* Actively participate in QA process

With businesses – to contribute to the relationship management of businesses linked to the school

* Responsible for attendance and engagement in Ready for Work activities
* Support with the training of business mentors
* Plan and lead mentoring session content and communicate with the business in advance
* Conduct review with the business during and post the mentoring period
* Participate in externally facing activities from time to time

**Person specification:**

ThinkForward’s staff competency framework informs our recruitment and performance management of staff. The following behaviours for each competency define the expectations for this position:

Communication

* Ability to communicate with staff at all levels from a variety of different stakeholders
* Approachable, open and transparent with young people, stakeholders and colleagues
* Ability to deliver messages in an interesting and stimulating style, appropriate to each audience

Planning and Organising

* Self-motivated, able to work independently and proactively
* Very strong organisational and project management skills, including use of appropriate tools and systems
* Excellent computer literacy

Teamwork

* Working in a team ideally in a fast-paced environment, working collaboratively to achieve goals
* Building lasting relationships with different stakeholders for example schools, colleges, other charities, alternative education providers and employers

Impact and Quality Focused

* Comfortable working to targeted outcomes/goals for young people within the boundaries of a programme, while keeping young people at the heart of what you do
* Knowledge of how to support young people to become more job ready
* Driven by excellent standards and high quality
* Use of data to inform delivery and improve provision

Professional Expertise

* Three years direct experience of working with vulnerable young people, ideally in an Alternative Provision
* An understanding of the complex barriers that vulnerable young people face and the services available for them
* Ability to support young people in both a one-to-one setting and by running group work
* Knowledge of careers and employment IAG and the importance of tailored progression planning for vulnerable young people
* Persistence, patience and empathy in challenging difficult individuals
* A Coaching or professional qualification related to work with young people is desirable

**Employee Benefits:**

* 25 days annual leave, plus bank holidays and office closure at Christmas
* 4.5% pension contribution
* Semi flexible working
* Employee Assistance Programme
* Discounts and Rewards Programme
* Season ticket loan
* Cycle to work scheme

Interested applicants are invited to email [jobs@thinkforward.org.uk](mailto:jobs@thinkforward.org.uk) by **May 15th,** with a CV and cover letter outlining their suitability for the role. Interviews will be held during the weeks commencing **18th and 25th of May.**

Please note, we do not accept speculative CVs from recruitment agencies. Unfortunately, due to the high volume of applications we receive, we will only be able to contact successful applicants.

ThinkForward is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and post holders to share this commitment.

ThinkForward are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.