

ThinkForward

Effective Transitions - Network Coordinator

Job information pack



About ThinkForward

Why we exist

ThinkForward exists to empower young people to create better and brighter futures. We want them to be able to identify, realise and shape their aspirations and be ready to make a successful transition into work. Young people experiencing barriers such as challenging relationships, living in low-income households, or growing up in areas with a lack of access to opportunities can be confronted with hurdles. Without the right support these can lead to high risks of unemployment and long-term effects on their career and life chances.

There are more than 800,000 16-24-year-olds in the UK who aren't at school or college, or don't have a job or training place. Our ambition is to prevent young people becoming one of these statistics. In 2021 we will be supporting more than 1000 young people.

What we do

FutureMe 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.

ThinkForward Values

Integrity	I will do what I say
Determined	I will believe in peoples potential
Innovative	I will search for creative sollutions
Trusted	I will trust my colleagues
Collaboration	I will collaborate with others

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Our Vision

That every young person is empowered to gain the confidence, independence and skills they need for a better and brighter future.

Our Mission

ThinkForward delivers unique, personalised coaching programmes for young people at a key stage in their lives, enabling them to overcome the challenges they face and make a successful transition into work. Every young person takes part in workplace activities to develop their life goals and readiness for work. We raise the voices of our young people and support employers to provide fair access to opportunities.



ThinkForward - Equalities Manifesto

ThinkForward aims to be a place where all can thrive. We will lead from the front by placing equity, diversity and inclusion at the heart of all we do as an employer, in our work with young people and within our sphere of influence. We value creativity, productivity, good decision-making and reputation, and we know that good equity, diversity and inclusion practices will build these.

We are working to create a world where our young people are more likely to thrive, and the absence of uniformity is considered a strength. We want learning and challenging the status quo to be considered progressive and where people's ethnicity, gender, age, sexual orientation, religious beliefs, disabilities, learning abilities or socio-economic origins are not the defining characteristics of their potential for success.



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About our programmes

The **FutureMe** programme provides five years of personalised coaching and employability activities to get young people ready for the world of work. Coaches build trusted relationships, empowering young people to take control, find solutions to challenges, develop skills and create a positive vision for their future.

Specialised ready for work activities support young people to get familiar with the workplace, become inspired and identify a pathway to their chosen career. We run this programme in 15 schools in north and east London, Nottingham and Kent.



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About our programmes

The **DFN-MoveForward** programme is supported by the DFN Foundation. It operates in schools and colleges in London, Kent and the West Midlands with young people who have mild to moderate learning disabilities with the aim of supporting them into sustainable paid employment.

Coaches provide long-term support to prepare young people for sustainable paid employment. Young people take part in insight visits, work placements and business mentoring to build their experience and develop skills and capabilities. We also work closely with parents to engage them in the opportunities and benefits of the programme.



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About the programme

The “Effective Transitions” Project will work with young black males studying in Alternative Provision settings across London and will run from February 2022 for two years. Through building social capital and delivering targeted employer-led careers education, the pilot aims to test activities that will ensure sustained quality post-16 outcomes.

The programme will include:

- One to one coaching
- Access to an inspiring Black business mentoring network
- Support from a peer mentoring network
- Work experience
- Insight days
- Involvement in social action projects



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Network Coordinator – Location WFH/Hybrid

Key Relationships (Internal): Programme Manager, Business Partnership Manager, Young People, Fundraising., Youth Participation Team.

Key Relationships (External): Business mentor network, Career hub leads, Alternative Provision leads, Greater London Authority, Employers, delivery partner.

Reporting to: Programme Manager

Contract: 37.5 Hours per week – 5 days.

Starting salary: £26,000 -£28,000k

Start date: February 2022

Location: Flexible, WFH/Hybrid

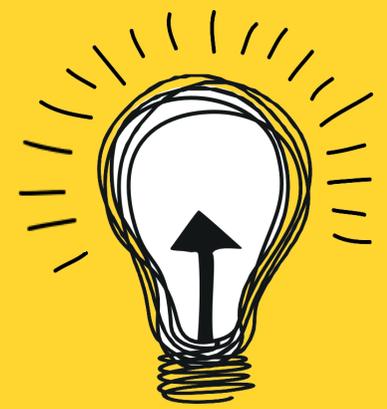


Overview and purpose of the role

The “Effective Transitions” Programme will work with young black men studying in Alternative Provision settings across London. Through coaching and business mentoring, our programme will help to build their social capital and deliver targeted employer-led careers education. The programme aims to test activities that will ensure participants successfully progress to sustained, high quality post-16 destinations.

The role includes:

- Working closely with the delivery & impact team in implementing systems which track delivery of all aspects of programme delivery.
- Supporting the delivery team to maintain records for all young people participating on the programme, tracking their progress. keeping data secure and current, and producing participation reports
- Support the team in the development of a black business mentor and peer mentor network for young people on the programme
- Support the delivery team in organising and delivering events throughout the programme which aim to motivate and inspire, introduce participants to the world of work, prepare them for work experience and introduce them to their business mentors
- Help build a network of young black males (from a range of networks including our own programmes) who have a lived experience of overcoming life challenges who will be trained/developed into a peer network to support, inspire and act as role models for programme participants.



Core responsibilities

The Effective Transitions Network Coordinator takes responsibility for the provision of effective and efficient administrative support to the team delivering the Effective Transitions programme.

Tracking/recording systems:

- Ensure there is an Memorandum of Understanding in place for all Alternative Provision (AP) partners
- Ensure recruitment data is complete and accurate for all young people on the programme
- Support the production of quarterly performance reports to be submitted to our funder – the GLA
- Using our system, track all aspects of the young persons journey through the programme including work experience
- Provide attendance data to AP partners when required
- Ensure security of the organisation's data, infrastructure and systems are maintained and GDPR compliant

Developing the networks

- Support the delivery team in developing a network of black business mentors to work with programme participants.
- Co ordinate the recruitment of mentors and peer mentors
- Participate in matching with young people and support training and development of mentors
- Co ordinate communications with business mentors

Supporting delivery of events

Support & co ordinate the collection of case studies, photos and event details for external communication channels which showcase our work

- Motivational events
- Business mentoring sessions
- Work experience
- Insight days
- Social action projects

Person specification:

- High levels of cultural competency, an understanding and commitment to equity, diversity, anti-racist and anti-discriminatory practices
- A lived experience of the challenges faced by young black men in education and the impact of school exclusion and a strong commitment to the aims of the project
- Comfortable working with young people and an understanding of how to work in a boundaried way
- Excellent organisational skills with the ability to work on a wide range of competing demands and deliver to deadlines.
- Competent in using data systems with good attention to detail
- An appetite for personal and professional development – open to learning
- A strong communicator with the ability to adapt approach to different audiences
- A high level of motivation, initiative and ability to work independently
- A solutions-based thinker
- Resilient, adaptive, and comfortable with change.

Important information

Benefits

- 4.5% employer pension contributions
- 25 days annual leave with additional office closure days at Christmas
- Two paid volunteer days
- Training opportunities
- Employee Assistance Programme
- Employee discounts and rewards scheme
- Semi-flexible working
- ThinkForward is committed to the professional development of its staff

If you are interested in finding out more about this opportunity and would like to join one of our drop in sessions, these will be held online on Monday 10th January. Please email jobs@thinkforward.org.uk to book your slot. Please note, we will be responding to emails after the 4th January.

Otherwise, to apply, please submit your CV and a cover letter to jobs@thinkforward.org.uk by 14th January,

Your cover letter should outline your interest and suitability for the role as described in the person specification.

Important information

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 is 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.

As a registered Disability Confident employer, ThinkForward has an accessible recruitment process. We offer interviews to all applicants who meet the job requirements and who declare themselves as having a disability. If you need support, such as materials in larger print, dyslexic-friendly fonts or adjustments for yourself or your PA for the interview, please contact jobs@thinkforward.org.uk and we will ensure you have what you require to successfully complete this process.



ThinkForward

337 City Road, London EC1V 1LJ
020 3559 8390

info@thinkforward.org.uk
www.thinkforward.org.uk

Twitter: thinkforwardUK
LinkedIn: thinkforward-uk

ThinkForward is a
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