

# ThinkForward FutureMe Progression Coach (Pre-Apprenticeship Hub)

Job information pack



# About ThinkForward

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 barriers can lead to high risks of unemployment and long-term effects on career and life chances.

There are more than 800,000 16-24-year-olds in the UK who are not 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 2025 we will be supporting more than 1500 young people.

For more information on ThinkForward, our vision and mission, our programmes and equalities manifesto, please visit [our website](#).

# ThinkForward

## 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.



# ThinkForward

## About our programmes

The **Making Strides** programme operates in London and the West Midlands, working 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.



# ThinkForward

## About our programmes

The **Future Leaders** programme works with young black men and women in Year 10 that are at risk of exclusion or have been excluded from mainstream school.

In London, young black students are more likely to be excluded from school than white British students and young black men experience high unemployment rates.

To tackle these issues, Future Leaders supports black students in alternative provisions and schools to make a successful transition into a post-16 destination, overcome the barriers they may face such as a lack of networks, social capital and soft skills, and prepare them to be ready to find a fulfilling career.



# About the Role

Coaching enables young people to overcome challenges they face to ensure they achieve their potential and find more successful pathways into employment and adulthood.

Based within one of our partner schools, our Progression Coach will be working within the Pre-Apprenticeship Hub (PAH) to 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.

Our PAH Progression Coach will be responsible for managing the delivery of our FutureMe programme ensuring that quality and impact is achieved, while also managing successful relationships with our school colleagues and business partners.



**If this sounds like your kind of role, we want to hear from you!**

For job description and person specification details [please click here.](#)

Please send your CV and cover letter to [jobs@thinkforward.org.uk](mailto:jobs@thinkforward.org.uk)

Your cover letter should be no more than 2 pages and should outline your suitability for the role as described in the person specification. If you require any reasonable adjustments during the application period, including submitting your application via a telephone call, please email [jobs@thinkforward.org.uk](mailto:jobs@thinkforward.org.uk) so we can make arrangements for you.

Early interest is encouraged as we'll be reviewing applications as they arrive.



# The details.

<b>Contract:</b>	Fixed Term (1 Year), Full Time (37.5 hours per week)
<b>Salary:</b>	£35,000.00 PA
<b>Start Date:</b>	Immediately
<b>Location:</b>	City of London Academy Highbury Grove
<b>Closing Date:</b>	Applications will be reviewed and candidates invited to interview on a rolling basis

## ThinkForward offer a range of employee benefits including

- Pro rata 25 days annual leave to be taken during school holidays
- 3 additional days' leave for office closure days between Christmas and new year
- Up to 2 days' leave for volunteering or 4 half days to support wellbeing
- A commitment to personal development
- 4.5% employer pension contributions - 1.5% more than the statutory minimum of 3%
- Interest free employee loans
- Cycle to work scheme
- Employee discounts and rewards scheme
- Employee Assistance Programme
- Flexible bank holidays

# 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 the interview, please contact [jobs@thinkforward.org.uk](mailto: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  
0300 102 4475

[info@thinkforward.org.uk](mailto:info@thinkforward.org.uk)  
[www.thinkforward.org.uk](http://www.thinkforward.org.uk)

**Twitter: thinkforwardUK**  
**LinkedIn: thinkforward-uk**

ThinkForward is a  
charity registered with  
the Charity Commission.  
Registration number  
1152862.