



“Progress is part of the Building Better Opportunities programme. This project is funded by the European Social Fund and The National Lottery Community Fund”.

Job Description

Job Title:	Progress Coach
Duration:	Fixed term – initially to March 2023
Hours per week:	40
	Salary Band: £20,015 – £24,342

Job Purpose:

Under the supervision of the PYF Management Team, take responsibility for the direct mentoring of beneficiaries of the European Social Fund and the National Lottery Community Fund, Building Better Opportunities for Young People in Coventry and Warwickshire (BBO) – Progress Programme.

To deliver intensive work focussed pre-employment and appropriate post-employment holistic pastoral support and mentoring support to disadvantaged NEET, inactive and unemployed young people (15-25).

To support a young person’s progression using a mix of holistic support, challenge and mentoring techniques, keeping a focus on achieving sustainable employment and/or training/education.

To work closely with members of the BBO partnership in order to manage the transition into employment.

Main Duties and Responsibilities:

1. Actively recruit eligible and suitable young people to the programme
2. Undertake a suitability check for all young people recruited
3. Work closely with schools and other organisations to actively recruit eligible young people
4. Refer on any eligible young person better suited to working with another organisation within the partnership
5. Refer any ineligible young people to other appropriate programmes within the area
6. Collect and store the required evidence of eligibility as per the programme requirements.
7. Complete the Progress Enrolment Form with the young person, ensuring all fields are completed and the document is signed and dated by the young person and themselves.
8. Issue the young person with a welcome pack which clearly outlines what they can expect from the programme and their Progress Coach

9. Undertake a needs assessment of the young person using the specified tools (Work Star and Short WEMWBS), plus any additional assessments deemed necessary by the Progress Coach
10. Work with the young person to create an Individual Action Plan (IAP) based on the outcome of the needs assessments which will inform their activities over the course of their engagement with the programme.
11. Engage the young person in appropriate activity and mentoring sessions suitable to their requirements
12. Complete the Participant Entry Form with the young person to record their official start on programme, ensuring all fields are completed and all parties sign and date the form
13. Hold a face-to-face coaching session of between 1 and 2 hours with each individual young person at least once every fortnight, review the IAP (creating a new IAP or new actions as required) and record the outcome of the session in the one-to-one record and the Participant Progress Form
14. Contact young people - by telephone, text, email, social media, in person - at least once per week between face-to-face sessions and record the contact and key discussion points
15. Refer young people to appropriate specialist provision available within the partnership, ensuring the referral process is followed
16. Maintain weekly contact and fortnightly face-to-face coaching sessions with the young person during engagement with specialist provision
17. Ensure all activities are progressing the young person towards entering education, employment or structured job search
18. Developing relationships with employers, education and training providers and job centres, and supporting the young person to identify and apply for appropriate opportunities, advocating for them as required
19. On successfully supporting a young person to enter a suitable outcome, completing the Participant Exit Form with the young person, and collecting and storing the required evidence
20. Support the young person for a further 4 weeks from the start of the course / employment / structured job search to ensure they are able to sustain engagement in line with the minimum contact requirements (12 and 13 above)
21. Complete the final one-to-one record with the young person at the end of the 4 weeks and issue them with an Exit Pack containing a summary of their achievements, any references or certificates, and appropriate resources to support them going forward.
22. To ensure satisfactory levels of health and safety at sessions in accordance with PYPF procedures
23. To confidently engage with a broad range of participant groups including employers, referral agencies and other programme partners.

Other:

- Work with a caseload of no more than 30 young people at one time, ensuring all young people on programme receive the intensive coaching support they need to progress into education, employment or formal job search activity.
- Keep detailed time sheets, contact hours sheets and evidence of all expenditure
- Update the Views Management Information System at least three times per week.

All duties and responsibilities must be carried out with due regard to PYF's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to PYF's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Volunteers and selected delivery staff

Person Specification

Job Title:	Progress Coach
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Area	Description
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Knowledge:	Possess a robust knowledge and experience of employability and employer focussed job support
	Able to demonstrate and role model essential employability behaviours and experience in motivating others
	Possess a robust knowledge of employment related and wider social and economic issues and barriers that young people face in accessing employment and experience in addressing these effectively
	A sound knowledge of partner agencies that support young people in the local area
	Possess and maintain an understanding of DWP processes and requirements that some young people are likely to be subject to
	Knowledge and awareness of issues surrounding Child Protection/Safeguarding
	Knowledge and understanding of the benefits of taking part in positive activity, in particular relating to education, training and employment provision.

Skills and Abilities:	Experience in supporting young people on a one-to-one basis. Demonstrable ability to appropriately apply mentoring and coaching techniques within a solution led approach to the worker/participant relationship.
	Verbal communication and listening skills
	Ability to engage with a variety of target groups especially young people not currently engaged in Education, training and employment
	Ability to plan activities including contingency plans
	Ability to respond effectively and quickly to emergencies
	Ability to work within and contribute towards a team
	Ability to motivate participants to take part in positive activities in relation to accessing training and developmental provision
	To be punctual and reliable when delivering sessions

	To be able to consult and involve young people to get their feedback and thoughts which will help them to be involved decisions.
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Experience:	Experience is valued as much as accredited qualifications within these roles. However, as a guide we would expect as a minimum that Progress Coaches will demonstrate the capacity to operate at a level commensurate with specific Youth worker level 3 or Coach/Mentor NVQ level 3 accreditation and /or Information, Advice and Guidance NVQ level 3 accreditation
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Educational:	As above. Must possess an appropriate standard of written English i.e. Minimum A-C GCSE in English
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Special Requirements:	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
	This authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment "
	Due to the nature of the programme, the post holder must have access to a vehicle on a daily basis
	Willingness to undertake additional training in activities, as appropriate

Progress is part of Building Better Opportunities – a Big Lottery Fund and European Social Fund programme designed to tackle the root causes of poverty, promote social inclusion and drive local jobs and growth.