



# Candidate Pack

## Youth Coach (Tees Valley)

[www.groundwork.org.uk](http://www.groundwork.org.uk)



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# Who are we?

Our vision at Groundwork is of a society of sustainable communities which are vibrant, healthy and safe, which respect the local and global environment, and where individuals and enterprise prosper.

Our mission is to inspire people and deliver positive sustainable change in places of need across the North East and Cumbria. We're passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances.

We work across the North East and Cumbria helping communities find practical sustainable solutions to the challenges they face. We provide training and create jobs, reduce energy and waste, reconnect people with nature and transform whole neighbourhoods. We are passionate about changing places and lives for the better. With over 200 staff across the region, and over 30 years' experience, we are always keen to hear from people with the drive and determination to make a difference and have lots of ways you can get involved. Many of our senior managers and executive team began their careers as volunteers or entry level project staff. By providing a range of training and continuous professional development opportunities at the local, regional and national level we are able to recruit and retain the very best.

Each year Groundwork makes an incredible difference to communities across the North East and Cumbria. We work on hundreds of individual projects each year, supporting disadvantaged communities but what's most important is how we change people's lives. Our local programmes and services are tailored to the needs of partners and communities in each locality. When all that local activity is added together, it becomes a major force for regional change.

We want you to be yourself at Groundwork and value everything that makes you unique. We recognise and celebrate people's differences and together we make Groundwork a great place to work. Groundwork are committed to safeguarding and protecting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment.





# What are we looking for?

We are looking for a self-motivated, enthusiastic individual to join our team in supporting young people and young adults to develop positive working relationships that will enable them to achieve their potential. You will work with vulnerable young people and young adults who have significant and complex barriers to help and support them to identify solutions and progress towards entry into education, employment or training.

In this role you will deliver Information, Advice and Guidance (IAG) through management of a caseload of young people and young adults ensuring that interventions are appropriate. Expressing empathy, listening and understanding individual needs and working with participants on a one to one and group basis.

We are seeking someone who will be passionate about engaging with young people and young adults to identify barriers to their progression in life, in education, training and ultimately employment. Through our Youth Employment Initiative programmes you will help young unemployed people believe in themselves and supporting their future.

Like us, you will love North East England and want it to thrive. You will be keen to learn and work part of a team and be enthusiastic for the work of local charities and the role of giving to benefit communities.

**GROUNDWORK**  
CHANGING PLACES  
CHANGING LIVES



## What difference will you make in the role?

- Along with all Groundwork employees you will be committed to our purpose, values and mission
- Engagement of young people on to the programme
- Integrate, share knowledge and spread best practice with other youth Coaches, internal and external organisations
- Completion and review of a bespoke support plan
- Identifying barriers, training needs and promoting achievements
- Achievement of programme results and outcomes
- Maintain participant confidentiality at all time. Participants need to feel comfortable discussing their concerns and personal issues with us.
- Young People will expect you to understand the challenges they face and rely on you to bring innovative ideas and solutions that can work for them.
- Work as part of a team, attend team meetings and participate in staff training and development



# Who will you be working for and with?

Groundwork is an organisation where everyone works together, works hard and takes collective responsibility and strives to make a difference to our local communities.

You will report to our Performance Lead and work as part of our Youth Employment & Skills team supporting local people into employment, education & or training.

Internally you will work with other Youth Coaches, Employer Engagement Leads, MI & Quality Officers and Administration staff. Externally you will work with funders, local support service providers (ie: organisations that support with homelessness/addiction/benefits), recruitment agencies, Job centres, GP & Counselling services and training providers.

We promote effective multi-agency working with collective responsibility that strives to make Groundwork better.



## What will your duties and responsibilities be?

- Engage with young people and young adults to identify barriers to their progression in life, in education, training and ultimately employment
- Develop and maintain an understanding of the role and work of external agencies, service providers, employers and training providers and work with them to develop and deliver an effective, multi-agency approach to meet client needs
- Develop and deliver a range of approaches and motivational programmes to engage clients who are not in Employment, Education or Training
- Carry out assessments and subsequent referrals to other services and projects as appropriate
- Deliver job search sessions and job focused training and actively promote clients to potential employers with a view to securing sustainable employment.
- Carry out effective job matching to ensure the jobseeker meets employer requirements.
- Actively promote clients to potential employers with a view to securing sustainable employment.
- Personal development support and coaching that will include assessment, action planning and goal setting using appropriate assessment tools to map progress against agreed milestones to progression.





# What skills and experience do you need to apply?



## ESSENTIAL:

- Good standard of education to NVQ level III
  - Youth Work or Information, Advice & Guidance or Employment Related Services at Level 3 or above
  - Experience of engaging partners and partnership working to provide solutions for progression for Young People and Young Adults
  - Working to and meeting Youth/Employment industry and internal service level standards
  - Understanding and knowledge of of safeguarding practices and reporting
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- Ability to work effectively as a member of a team within a complex, changing and challenging environment
  - Professional, tactful and patient approach
  - Ability to achieve targets and deadlines whilst still maintaining quality
  - Strong IT skills including Microsoft Office
  - A flexible and positive approach to work

## DESIRABLE:

- A recognised training qualification to support delivery to young people and young adults learners
- Marketing, communications and presentation work
- Understanding of what opportunities for education employment or training exist in an area for Young People and Young Adults



# What will we offer you...

- A competitive salary, currently starting at £21,000 per annum
- 37 hour working week
- Excellent holiday entitlement of 25 days rising to 27 days per annum, plus public holidays
- Family friendly policies to support work/life balance and time off in lieu for out of hours activities
- Business travel expenses.
- Better health at work activities
- Access to a Cycle To Work and Childcare Voucher Scheme
- A commitment to equality and diversity which ensures everyone can make best use of their skills, free from discrimination or harassment
- Staff life insurance scheme
- Friendly, team environment where we support each other to achieve



**Want to  
Apply?**



Great, all you need to do is complete the application pack available on our website, located here:

<https://www.groundwork.org.uk/about-groundwork/careers-across-groundwork/>

**All completed applications should be sent to:**

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