

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



European Union
European
Social Fund



JOB DESCRIPTION

JOB TITLE:	Youth Coach
REPORTS TO:	Project Manager
RESPONSIBLE FOR:	Volunteer Coaches
LOCATION:	Tees Valley
CONTRACT:	Fixed term until June 2022
HOURS:	Full Time - 37 hours per week
SALARY:	Circa £21,500 per annum

JOB SUMMARY

Groundwork NE & Cumbria has a dedicated Youth Team delivering a successful Youth Programme which engages with young people across our region. The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative. This will help to move young unemployed people closer to the labour market, whether that's getting a job, setting up their own business, starting an apprenticeship, or progressing into further learning.

Groundwork NE & Cumbria will deliver the YEI programme in Tees Valley and are seeking self-motivated, enthusiastic professionals to join our team and lead in the engagement of 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. You will engage in effective multi-agency working with all agencies responsible for those in these cohorts and you will have significant experience of working with young people, young adults and employers.

KEY TASKS

Key Responsibilities: Programme Delivery

- Engage with young people and young adults to identify barriers to their progression in life, in education, training and ultimately 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.
- Deliver Information, Advice and Guidance (IAG)
- Management of a caseload of young people and young adults ensuring that interventions are appropriate and timely and their progress is monitored with all contacts and progress reviews recorded as the contract dictates.
- 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 jobsearch 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.
- Excellent communication skills and use of Microsoft – including TEAMS – along with other digital platforms

Performance Targets:

- Effective Caseload Management
- Achievement of targets and outputs imposed by the funder
- All reporting Information completed and submitted as and when requested by Youth Programme Manager

Quality Targets:

- Performance Management System maintained and updated in line with contract and internal requirements.
- Customer Service Standards adhered to at all times.

Additional Requirements:

- Integrate with wider team and share knowledge to benefit the holistic development of programmes.
- To operate in a pro-active and innovative manner, to generate solutions which support a diverse customer base into sustainable employment, maintaining a belief in the customers' ability to be employed throughout.
- Comply with all organisational policy and procedures
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.