**DFN MoveForward SEN Progression Coach**

**Location:** Dudley, West Midlands  
**Salary:** £31,555  
**Contract:** Permanent, full-time **Start date:** February 2021

**Interested applicants are invited to apply via this website, or by emailing jobs@thinkforward.org.uk by 3rd January with a CV and covering letter that outlines your suitability for the role. We anticipate interviews taking place in the week commencing 11th January.**

**Role Overview:**We are hugely excited to be expanding our breakthrough coaching programme into Dudley. The MoveForward programme equips young people with learning disabilities to progress into sustainable employment, in partnership with parents, schools and businesses.

As the Progression Coach, you’ll support around 45 young people with moderate learning disabilities and/or communication learning difficulties (aged 16+) with one-to-one coaching support, group activities and work-based experiences with local businesses. Supported by our amazing team, including a local Business Partnerships Manager, you’ll help young people to develop their aspirations and acquire the skills needed to thrive and sustain employment.

**ThinkForward Values:**

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| Integrity | I will do what I say |
| Determined | I will believe in people’s potential |
| Innovate | I will search for creative solutions |
| Trusted | I will trust my colleagues |
| Collaboration | I will collaborate with others |

**Key Responsibilities:**

*With young people – to build and maintain relationships with young people and ensure that the DFN-MoveForward programme has impact*

* Work with Dudley Metropolitan Borough Council, school/college staff and other referral partners to ensure participants are engaged in the MoveForward programme
* Assess the needs of the young people, using outcome data to design tailored action plans
* Provide one-to-one coaching for young people as well as group coaching sessions, both around building work readiness
* Support young people to engage with opportunities provided by third parties including employers and partner charities
* Ensure that young people meet the required outcomes and make a sustained transition to paid employment, continually driving their work readiness
* Adhere to all relevant policies (safeguarding, health and safety, etc) when delivering activities with young people
* Collaborate with DMBC/schools/colleges and other referral partners to safeguard young people
* Document and evidence all work and use data to provide the most effective support with young people

*With DMBC, special schools/colleges – accountable for day-to-day relationship management of partnerships*

* Liaise with senior staff in DMBC/schools/colleges and other referral partners to establish and manage the relationship with MoveForward
* Represent MoveForward at all local stakeholder meetings
* Train and support DMBC/school/college/referral partner staff in a variety of activities and methodologies to support young people with LDs into employment
* Build an extensive knowledge of the support available to the cohort of young people
* Establish a coordinated platform which enables programme partners to share learning, contacts and volunteering/placement/work exposure opportunities for young people
* Work with data managers for regular access to required data
* Produce and communicate termly reports to demonstrate impact
* Review quality and impact on a termly basis

*With business partners*

* Broker new business partnerships for the referral partners you support, building on existing business partnerships locally
* Support with the training and supervision of business volunteers in mentoring, work exposure and work placements for young people with LDs
* Plan and lead session content and communicate with the business in advance of sessions
* Conduct review with the business during and after the activities

*With parents of young people*

* Together with referral partners, actively engage with parents, carers, guardians etc of the young people, in the journey the young person is taking into employment and help them to build their aspirations and support for their child, regarding employment.

*With colleagues - share knowledge and experience with colleagues to improve effectiveness of the programme*

* Help to develop the curricula, tools and methodologies for the programme
* Feed into the design and evaluation of the programme
* Report risks to relevant member of staff
* Participate in peer quality assurance processes

*Programme quality & standards – to ensure that delivery of the MoveForward programme meets the required standards*

* Perform a termly review and plan of the MoveForward programme
* Ensure that the programme specification is met i.e. one-to-one coaching, action planning, group work and ready for work activities
* Plan activities according to need and in line with budget
* Ensure that all interventions are logged on database
* Work in adherence to organisational policies
* Actively participate in QA process linked to quality and standards

This is a description of the role as it is presently constituted. It is the practice of ThinkForward to examine job descriptions from time to time and to update as necessary to ensure they relate to the role being performed, or to incorporate whatever changes are being proposed in line with our requirements. Any changes would be made following discussion with you.   
 **Person Specification:**

ThinkForward’s staff competency framework informs our recruitment and performance management of staff. The following behaviours for each competency define the expectations for this position:

*Professional expertise*

* Three years direct experience of employability support for young people with learning disabilities, ideally in a post-16 education provider or local authority environment
* An understanding of the complex barriers that young people with learning disabilities face and the services available for them
* Understanding and/or experience of supported internship programmes and supported employment
* Ability to support young people in both a one-to-one setting and by running group work
* Knowledge of careers and employment IAG and the importance of tailored progression planning for young people with learning disabilities
* Persistence, patience and empathy in challenging our young people
* A professional qualification related to work with young people with learning disabilities, or relevant experience

*Communication*

* Ability to communicate with staff at all levels from a variety of different stakeholders
* Approachable, open and transparent with young people, stakeholders and colleagues
* Ability to deliver messages in an interesting and stimulating style, appropriate to each audience

*Planning and organising*

* Self-motivated, able to work independently and proactively
* Very strong organisational and project management skills, including use of appropriate tools and systems
* Excellent computer literacy

*Teamwork*

* Working in a team ideally in a fast pace environment, working collaboratively to achieve goals
* Building lasting relationships with different stakeholders for example schools, colleges, other charities, alternative education providers and employers

*Impact and quality focused*

* Comfortable working to targeted outcomes/goals for young people within the boundaries of a programme
* Ability to keep young people at the heart of what you do while working at targeted outcomes
* Knowledge of how to support young people with learning disabilities to become more job ready
* Driven by excellent standards and high quality
* Use of data to inform delivery and improve provision

Unfortunately, due to the high volume of applications we receive, we will only be able to contact successful applicants.

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 are 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. For anyone or any PAs who require adjustments or an accessible version of our application process please do email [jobs@thinkforward.org.uk](mailto:jobs@thinkforward.org.uk) and we will ensure you have what you require to successfully complete this process.

