

# ThinkForward FutureMe Progression Coach – Maternity Cover, North Nottingham

Job information pack



# About ThinkForward

## Why we exist

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

There are more than 800,000 16-24-year-olds in the UK who aren't 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 2021 we will be supporting more than 1000 young people.

## What we do

We run two programmes that young people to gain the independence, skills and confidence they need to fulfil their potential and have happy and successful futures. In an ever-changing world we support them to prepare for their move to adulthood, the working world and the start of the rest of their lives.

# 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 16 schools in north and east London, Nottingham and Kent.



# ThinkForward

## About our programmes

The **DFN-MoveForward** programme is supported by the DFN Foundation and works in London, Kent and the West Midlands 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. DFN-MoveForward operates in schools and colleges in London, Kent and the West Midlands.



# ThinkForward

## FutureMe Progression Coach – Maternity Cover, North Nottingham

**Responsible to:** Regional Delivery Manager, Nottingham

**Contract:** Fixed term contract of one year, full-time (37.5 hours per week)

**Starting salary:** £31,555 per annum

**Start date:** Early/Mid October 2021



# Overview of the role

**Our coaches are at the heart of ThinkForward.**

The FutureMe programmes provides young people with personalised one-to-one coaching and group activities, as well as exposure to the world of work and enrichment activities to broaden their horizons and provide experience of the workplace.

The key to our success is our highly skilled coaches who build consistent, trusted relationships with their young people. Coaching enables young people to overcome challenges holding them back from achieving their potential and guides them onto a successful pathway into employment and adulthood. Our young people are supported by FutureMe for five years, from 13 to 18 years old.

Coaches run the FutureMe programme within one of our schools and the local community, ensuring that quality and impact are achieved. They are also responsible for managing successful relationships with their partner school and businesses.



# Core responsibilities

For young people – build and maintain relationships with young people to ensure that the FutureMe programme has impact

- Engage young people in the FutureMe programme
- Assess the needs of the young people, using outcome data to design a tailored action plan
- Use the FutureMe coaching methodology to hold regular one-to-one and group sessions with young people
- Ensure young people engage with opportunities provided by third parties including employers and partner charities
- Ensure that young people meet the required outcomes of improved behaviour, improved attendance and a sustained transition to further education, employment or vocational training, continually driving their work readiness
- Adhere to all relevant policies (safeguarding, health and safety, etc.) when delivering activities with young people
- Document and evidence all work and use data to provide the most effective support with young people
- Liaise with and support parents/carers/guardians of the young people, and other relevant third parties

# Core responsibilities

## **In school – accountable for day-to-day management of ThinkForward/school relations**

- Liaise with senior school staff to establish and manage the relationship between the school and ThinkForward
- Represent ThinkForward at the school's senior leadership team and governor meetings
- Oversee the enrolment process with school staff to identify at-risk young people based on ThinkForward's scoring mechanism
- Build an extensive knowledge of the support available to the cohort of young people
- Work with the school data manager for regular access to required data
- Produce and communicate termly reports to demonstrate impact
- Review with the school, quality and impact on a termly basis

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

- Report risks to relevant member of staff
- Participate in peer quality assurance processes
- Collaborate with internal support staff to ensure young person outcomes are maximised



# Core responsibilities

**Programme quality and standards – to ensure that the delivery of the FutureMe programme meets the required standards**

- Perform a termly review and plan of the FutureMe programme
- Ensure that the Programme Promise is met i.e. one-to-one meetings, group work, action planning, ready for work activities
- Ensure that activities are planned 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

**With businesses – to contribute to the relationship management of businesses linked to the school**

- Responsible for attendance and engagement in Ready for Work activities
- Support with the training of business mentors
- Plan and lead mentoring session content and communicate with the business in advance
- Conduct review with the business during and after the mentoring period
- Participate in externally facing activities from time to time

# 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:

## 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
- Able to deliver messages in an interesting and stimulating style, appropriate to each audience

## Planning and organising

- Self-motivated, able to work independently and proactively
- Strong organisational and project management skills using appropriate tools & systems
- Excellent computer literacy

## Teamwork

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

# Person specification

## Impact and quality focused

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

## Professional expertise

- Three years direct experience of working with vulnerable young people, ideally in school
- An understanding of the complex barriers that vulnerable young people face and the services available for them
- 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 vulnerable young people
- Persistence, patience and empathy in challenging difficult individuals
- A professional qualification related to work with young people, or relevant experience

# Important information

## Benefits

- 4.5% employer pension contributions
- 25 days annual leave with additional office closure days at Christmas
- Two paid volunteer days
- Employee assistance and rewards programmes
- Semi-flexible working
- Policies and culture that support well-being
- ThinkForward has a commitment to the professional development of its staff

ThinkForward staff operate to the following values:

- **Integrity** – we will do what we say
- **Determined** - we will believe in people's potential
- **Innovative** – we will search for creative solutions
- **Trusted** – we will trust our colleagues and our young people
- **Collaborative** – we will collaborate with others

To apply please submit your CV and a cover letter to [jobs@thinkforward.org.uk](mailto:jobs@thinkforward.org.uk) . Your cover letter should outline your suitability for the role as described in the person specification. Applications close at 9AM on August 9<sup>th</sup>, with the first round of interview taking place of 17<sup>th</sup> of August, and the second round the week commencing 23<sup>rd</sup> August.

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

# 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 yourself or your PA 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

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Registration number  
1152862.