

# ThinkForward

## DFN-MoveForward Progression Coach 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 2022 we will be supporting more than 1000 young people.

## ThinkForward Values

Integrity	I will do what I say
Determined	I will believe in peoples potential
Innovative	I will search for creative sollutions
Trusted	I will trust my colleagues
Collaboration	I will collaborate with others

# ThinkForward

## Our Vision

That every young person is empowered to gain the confidence, independence and skills they need for a better and brighter future.

## Our Mission

ThinkForward delivers unique, personalised coaching programmes for young people at a key stage in their lives, enabling them to overcome the challenges they face and make a successful transition into work. Every young person takes part in workplace activities to develop their life goals and readiness for work. We raise the voices of our young people and support employers to provide fair access to opportunities.



# ThinkForward - Equalities Manifesto

ThinkForward aims to be a place where all can thrive. We will lead from the front by placing equity, diversity and inclusion at the heart of all we do as an employer, in our work with young people and within our sphere of influence. We value creativity, productivity, good decision-making and reputation, and we know that good equity, diversity and inclusion practices will build these.

We are working to create a world where our young people are more likely to thrive, and the absence of uniformity is considered a strength. We want learning and challenging the status quo to be considered progressive and where people's ethnicity, gender, age, sexual orientation, religious beliefs, disabilities, learning abilities or socio-economic origins are not the defining characteristics of their potential for success.



# ThinkForward

## About our programmes

The **DFN-MoveForward** programme is supported by the DFN Foundation. It operates in schools and colleges 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.



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



# ThinkForward

## About our programmes

The “**Effective Transitions**” Project will work with young black males studying in Alternative Provision settings across London and will run from February 2022 for two years. Through building social capital and delivering targeted employer-led careers education, the pilot aims to test activities that will ensure sustained quality post-16 outcomes.

The programme will include:

- One to one coaching
- Access to an inspiring Black business mentoring network
- Support from a peer mentoring network
- Work experience
- Insight days
- Involvement in social action projects



# ThinkForward

## DFN-MoveForward Progression Coach

Reporting to: Head of Programme, DFN-MoveForward

Location London, Islington

Contract: Full Time (37.5hrs per week)

Starting salary: £35,045 per annum

Start date: February/ March 2022

Interested applicants are invited to email [jobs@thinkforward.org.uk](mailto:jobs@thinkforward.org.uk) with your CV and covering letter outlining your experience and suitability for the role.

Early applications are encouraged as we are keen to recruit into this role and will be looking at applications as they arrive



# Purpose of the role:

- To support x45 14-24 year-olds with moderate cognitive and/or communication learning difficulties across the region, to gain the skills and experiences necessary to transition to paid employment, and ensuring the quality and impact of the programme is delivered

# Key responsibilities:

With young people – to build and maintain relationships with young people and ensure that the ThinkForward programme has impact

- Work with school/college staff to ensure young people are engaged in the MoveForward programme.
- Actively support NEET young people to transition to employment including employability skills development and advocacy support in recruitment processes
- Engage EET young people in person including at community locations
- Assess the needs of the young people, using data to design tailored action plans and working towards job outcome targets
- Provide one-to-one coaching and group work sessions to focus on building work readiness skills

# Key Responsibilities:

With young people – to build and maintain relationships with young people and ensure that the ThinkForward programme has impact

- Support young people to engage with opportunities provided by third parties including employers and partner charities
- Work in partnership with the Business Partnership Manager to put on Ready For Work events
- Facilitate smooth transitions in and out of supported internship opportunities
- Ensure that young people meet the required outcomes and make a sustained transition to further 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 the school/college to safeguard young people
- Document and evidence all work and use data to provide the most effective support with young people

# Key Responsibilities:

With special schools/colleges - Accountable for day-to-day relationship management of partnerships

- Liaise with senior staff in a special school and college to establish and manage the relationship between the education provider and MoveForward
- Represent MoveForward at the senior leadership team and governor meetings
- Train and support school/college 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 schools and colleges to share learning, contacts and volunteering/placement/work exposure opportunities for young people
- Identify staff members at non-partner colleges to facilitate access to 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

# Key Responsibilities:

## With business partners

- Broker new business partnerships for the school/college you support, building on existing business partnerships already existing at the school/college
- 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
- Provide guidance to businesses on 'accessibility in recruitment' best practice

## With parents of young people

- Together with the school/college, 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.

# Key Responsibilities:

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

- Help to establish 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 – ensure that delivery of the MoveForward programme meets required standards

- Perform a termly review and plan of the MoveForward programme
- Ensure programme promise is met (1:1 coaching, groupwork, ready for work activities. parental engagement)
- 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 linked to quality and standards

# 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
- Ability to flex communication style to deliver messages in an interesting and stimulating style, appropriate to each audience and to attend to the SEND needs of young people

## Planning and Organising

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

# 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:

## 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
- While working to targeted outcomes, ability to keep young people at the heart of what you do
- 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

# 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 working with vulnerable young people, ideally in school and with learning disabilities
- Knowledge and experience of supported internship programmes
- Demonstrable understanding of the complex barriers that young people with learning disabilities face
- Knowledge and insight of and the funding and services available for SEND young people for them
- Ability to support young people in both a one-to-one setting and by running group work
- Knowledge of local labour market, 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
- Training opportunities
- Employee Assistance Programme
- Employee discounts and rewards scheme
- Semi-flexible working
- ThinkForward is committed to the professional development of its staff



**To apply please submit your CV and a cover letter to [jobs@thinkforward.org.uk](mailto:jobs@thinkforward.org.uk) as soon as possible. We will be looking at applications as they arrive.**

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

337 City Road, London EC1V 1LJ  
020 3559 8390

[info@thinkforward.org.uk](mailto:info@thinkforward.org.uk)  
[www.thinkforward.org.uk](http://www.thinkforward.org.uk)

**Twitter: thinkforwardUK**  
**LinkedIn: thinkforward-uk**

ThinkForward is a  
charity registered with  
the Charity Commission.  
Registration number  
1152862.