

# ThinkForward

## FutureMe Progression Coach – Gillingham 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.

## What we do

We run three 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 - 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

## 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

## FutureMe

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

## FutureMe Progression Coach – Gillingham

**Contract:** Permanent, full-time (37.5 hours per week)

**Starting salary:** £31,555 - £35,045 based on experience

**Start date:** September 2022



# Overview of the Progression Coach role

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

The FutureMe programme 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.

You will be key to our success through the development of consistent, trusted relationships with your cohort of young people; applying coaching techniques to enables young people to overcome challenges holding them back from achieving their potential and to guide them onto successful pathways into employment and adulthood. Our young people are supported by FutureMe for five years, from 13 to 18 years old.

You will deliver the FutureMe programme within one of our schools and their local community, ensuring that quality and impact are achieved; and will be responsible for managing successful relationships with that school and with our partner 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 ThinkForward programme
- Assess the needs of the young people, using outcome data to design a tailored action plan
- Apply the ThinkForward coaching methodology to facilitate one-to one and group coaching sessions with young people
- Deliver the FutureMe Programme through digital and online workshop tools
- Engage young people with opportunities including employers & social action partner charities
- Adhere to all relevant policies (safeguarding, health and safety, etc.) when delivering interventions to young people
- Liaise with and support parents, carers, guardians etc of the young people, and other relevant third parties

**In school – Accountable for day-to-day relationship management with partner school**

- Establish and manage the relationship between the school and ThinkForward
- Represent ThinkForward at school senior leadership team and governor meetings
- Work with school data manager for regular access to required data
- Produce and communicate termly reports to demonstrate the impact
- Review with the school and headteacher the quality and impact on a termly basis

# Core responsibilities

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

- Report risks to the relevant member of staff
- Participate in peer quality assurance processes
- Collaborate with internal support staff to ensure young person outcomes are maximised
- Actively participate in reflective and safeguarding practice workshops
- Support fundraising with monitoring and evaluation activities both internally and externally

**Programme quality and standards – To ensure that delivery of the ThinkForward programme meets the required standards**

- Use data to perform a termly review and plan of the ThinkForward programme
- Ensure that the Programme Promise is completed, i.e. one-to-one coaching, group work, action planning, ready for work activities interventions for each young person
- Ensure that interventions are planned according to need and in line with budget
- Document and evidence all work and use data to provide the most effective support to young people
- Work in adherence to organisational policies
- Actively participate in the QA process, including observations and line management meetings

# Core responsibilities

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

- Responsible for attendance and engagement in Ready for Work interventions
- 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 post 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 young people; parent/carers; senior leaders, and SLT, governors and employers
- Approachable, open and transparent with young people, stakeholders and colleagues
- Able to deliver messages in an exciting 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

## **Equity, diversity and inclusion**

- Understand the role of inequality and intersectionality that face young people in the UK
- Advocating and participating in changes within ThinkForward UK to live by and deliver our equalities manifesto
- Acting as an advocate for and presenting the needs of members of ethnic minority groups, the LGBTQ+ community, and those affected by age or disability

## **Technology**

- Confident in using digital tools for internal and external communication, including meetings and facilitating workshops
- Experience in using Management Information Systems for recording work and online workshop tools for effective and efficient programme delivery
- Able to use data to inform planning and take action to enhance coaching practice

## **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

## **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

## **Professional expertise**

- Three years of direct experience in working with vulnerable young people, ideally in a school settings
- An understanding of the systemic barriers that vulnerable young people face and the services available for them
- Ability to work agile, applying a coaching approach to support the delivery of the programme
- Ability to support young people in both a one-to-one setting and by running group work
- Knowledge of careers, employment, IAG and the importance of tailored progression planning for young people
- Persistence, patience and empathy in challenging difficult individuals
- A professional qualification related to working with young people, or relevant experience
- Able to implement self-management skills to support your resilience and stress tolerance

# 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 including the opportunity to undertake a Coaching qualification

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

Please send your CV and a cover letter to [jobs@thinkforward.org.uk](mailto:jobs@thinkforward.org.uk) by 12<sup>th</sup> August. Your cover letter should be no more than 2 pages and should outline your suitability for the role as described in the person specification.

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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