

ThinkForward

SEND Employment 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.

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

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

DFN MoveForward

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

SEND Employment Coach

Reporting to: Head of Programmes, MoveForward

Contract: Part-Time (22.5hrs per week), Permanent

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

Start date: September 2022

Location: Warwickshire



ThinkForward

SEND Employment Coach

Key Relationships:

Beneficiaries:

- Young People
- Parents/Carers

Internal:

- MF Team – inc. Head of Programmes, Warwickshire Progression Coach
- Central Team – CEO, COO, Heads of Depts

External:

- College - Supported Learning Heads, SENCOs, Tutors, LSAs
- Supported Internship – Programme Coordinators, Job Coaches, Education Tutors
- Employers – CSR Team, Dept Managers, Volunteers
- Local Authority – SEND Team, Social Services
- Service Providers – Progression Team

Purpose of the role

The role has three main areas of responsibility:

- 1| **Managing a caseload** of young people into paid employment
- 2| **Fostering business partnerships** which generate opportunities for young people
- 3| **Delivering 'Ready for Work' activities** (e.g. Business Mentoring) that will provide young people with an accredited employability qualification

Core responsibilities

1| Managing a caseload of young people into employment

- Work with a caseload of around 35 young people with moderate cognitive and/or communication learning difficulties across the region, with the aim of securing sustainable long-term employment.
- This is a disparate cohort of young people at various Further Education Colleges in addition to Supported Interns and NEETs.
- Deliver the range of programme interventions with high quality and impact – this includes one-to-one coaching, parental engagement, Ready for Work events, with a transition into employment focus for those who are not in Education, Employment or Training (NEET) and work readiness development for those who are in Further Education
- Work to stretching targets around NEET young people securing and sustaining employment
- Partner with college staff, Supported Internship providers, and parents (as applicable) to provide a coordinated support package for young people
- Support young people to engage with opportunities provided by employers and partner charities
- Document and evidence all work and use data to provide the most effective support with young people
- Establish a coordinated approach to share learning, contacts and volunteering/ placement/ work exposure opportunities for young people

Core responsibilities

2 | Fostering business partnerships which generate opportunities for young people

- Develop existing business partnerships to grow their confidence as inclusive employers, and their engagement with the programme (for example, from offering volunteering opportunities or financial donations, through to offering work experience, supported internship and employment opportunities)
- Signpost employer partners to training specialists, supported internship/supported employment providers and training providers of accessible apprenticeships
- Broker new business partnerships through business development activities, including engagement with existing services and networks, understanding Labour Market intelligence, and mapping of relevant skills agencies (for example, Local Enterprise Partnerships)
- Take a lead role in the development of proposals, presentations, resources and events for potential business partners, including training opportunities around inclusive employment, and supporting expertise sharing around diversity and social mobility
- Support with the training and supervision of business volunteers in mentoring, work exposure and work placements for young people with learning disabilities
- Connect young people with opportunities provided by employers, including developing processes for candidate preparation, accessible recruitment practice and in-work support
- Develop resources which help young people understand progression routes and entry requirements for each route

Core responsibilities

3| Delivering 'Ready for Work' activities (e.g. Business Mentoring) that will provide young people with an accredited employability qualification

- Delivery of inclusive activities for young people across the ThinkForward and DFN-MoveForward programmes
- Preparation of employer partners and young people to help them get the most out of these experiences
- Development of high-quality events, resources and tools to support young people's ready for work competencies
- Actively participate in the quality improvement processes, to constantly strive for higher impact from these activities

Person specification

SEND experience: extensive experience of working with young people with learning disabilities, ideally in a context supporting them to progress into employment

Understanding of the barriers young people face: an understanding of the complex barriers that young people with learning disabilities face and the services available for them

Relationship management: experience of developing mutually beneficial relationships with employers and hitting stretching targets

Confident communicator: able to communicate effectively with multiple audiences, including young people with learning disabilities, parents, other professionals, and employers – with an ability to deliver messages in an interesting and stimulating style, appropriate to each audience

Project management: track record of working systematically, including being able to work independently and proactively, including use of appropriate tools and systems

Impact and quality focused: comfortable working to targeted outcomes for young people and keep them at the heart of what we do

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

How to Apply

Please send your CV and a cover letter to jobs@thinkforward.org.uk by 12th 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 ryan.burdock@prospect-us.co.uk or call 020 7405 4999 and we will ensure you have what you require to successfully complete this process.



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ThinkForward is a
charity registered with
the Charity Commission.
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