

Job Description

Job Title: BBO Progress Coach

Reports to: Senior Progress Coach

Salary: £20,400

Location: North Warwickshire

Purpose

Working in a geographical area(s), as directed by the Senior Progress Coach you will be responsible for a case load of young people who are NEET; ensuring they are re-engaged into a positive outcome to meet targets and priorities.

This work will take place primarily in community settings, using a range of partner premises to deliver sessions. The role will include supporting young people who may also have a range of specific needs (e.g. Looked After, Leaving Care, Offenders, teenage parent).

Working in partnership with Careers Advisers in Warwickshire you will provide coaching and mentoring support to ensure young people who are NEET progress into employment, education or training.

To support these outcomes you will also provide, work related learning, enterprise and other group work activities as required.

Main Duties and Responsibilities

1. Responsible for a case load of young people who are NEET; ensuring they are re-engaged into a positive outcome to meet targets and priorities.
2. This work will take place primarily in community settings, using a range of partner premises to deliver sessions. The role will include supporting young people who may also have a range of specific needs (e.g. Looked After, Leaving Care, Offenders, teenage parent).
3. Undertake assessment of young people's presenting and actual needs, specifically strengths and barriers which impact on their progression into education, employment and training.
4. Responsible for supporting young people to decide on a course of action to maximise their progression in education, employment and training and assisting them, their parents/carers and partner organisations to ensure these plans are implemented and reviewed.
5. Responsible for advocating on behalf of young people, supporting them to develop self-advocacy skills, and facilitate the referral of young people to relevant opportunities and services.

6. Responsible for accurate completion of BBO Progress enrolment and outcome paperwork etc.
7. Responsible for ensuring appropriate safeguarding and other referrals are made and monitored for young people identified as being at risk of harm or danger or needing multi-agency involvement.
8. To work independently in several different geographical locations and community settings, with no on-site supervision.
9. To establish good working relationships and communications with key staff in Prospects and partner organisations to keep them informed of progress.
10. Manage self and workload effectively to deliver the service in a timely and cost-effective manner, meeting Performance Indicators, Observation of Practice, Appraisal Objectives and other quality standards defined by the company.
11. Contribute to a range of evaluation activities, including: gathering feedback from young people, contributing to the evaluation of own practice using valid and reliable sources of evidence including Observation of Practice, Performance Indicator achievement, Supervision and Appraisal.
12. Contribute to the development of effective practice within the company, contribute to team meetings and ensure continual professional development through training, self-directed learning and development, supervision, appraisal and review.
13. Other duties commensurate with the level and nature of the post.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and

Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center">Person Specification</p> <p align="center">Job Title:</p> <p align="center">(E=Essential D=Desirable)</p>
SKILLS AND CORE COMPETENCIES
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> NVQ Level 2, or equivalent qualification or ability in numeracy and literacy. (E) NVQ Level 2, or equivalent qualification or experience in the use of ICT based systems, and other IT applications, e.g. spreadsheets and word processing (Microsoft office is the company standard). (E)
<p>Experience</p> <ul style="list-style-type: none"> Experience of working with young people and delivering coaching/mentoring and undertaking assessment of young people's needs and identifying courses of action. (E) Experience of negotiating with and influencing partner organisations to secure services and support for young people, including making referrals on behalf of young people to relevant opportunities and services. Experience of accurately recording status and outcomes and entering information onto a database. . (E) Experience of engaging and working with young people who have specific vulnerabilities (e.g. NEET, Looked After, Leaving Care, Offenders, young people with a statement of Special Educational Needs and Persistent Absence), and moving them in to positive outcomes. (D)
<p>Skills and Attributes</p> <p>Ability to plan, organise and prioritise own workload and meet deadlines (E)</p> <p>Co-ordinate planned activity within institutions (E)</p> <p>Work accurately (E)</p> <p>Work flexibly across multiple sites (E)</p>
<p>Personal qualities, communicating and relating to others</p> <p>Communicate at all levels (E)</p>
<p>Safeguarding</p> <ul style="list-style-type: none"> Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) This post requires a Disclosure and Barring Service Check at a XXXXXX level (E)
<p>Other</p> <ul style="list-style-type: none"> Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)

