

## JOB DESCRIPTION

<b>Job Title</b>	Youth Progression Coordinator
<b>Location</b>	Main Office in Bermondsey, London
<b>Reports to</b>	Programme Manager
<p><b>Main Purpose of the Role: (Job Summary)</b></p> <ul style="list-style-type: none"> <li>To manage a caseload of young people and support them to achieve and sustain a meaningful and appropriate Employment/Training/Employment (ETE) progression outcome</li> <li>To ensure the effective delivery of programmes &amp; activities (as assigned) that meet agreed objectives and expectations</li> <li>To develop effective long-term working relationships within local Trust Hub areas that deliver positive outcomes for young people</li> </ul>	
<p><b>Key Tasks and Responsibilities: (Job Content)</b></p> <p><b>To manage a caseload of young people and offer tailored 1:1 support to help them achieve and sustain meaningful and appropriate Employment/Training/Employment (ETE) progression outcomes</b></p> <ul style="list-style-type: none"> <li>Build trust with each young person in caseload and develop a positive relationship to support their ETE progression</li> <li>Work with each young person to develop an Individual Learning Plan setting out their ETE progression goals and how they can be achieved</li> <li>Mentor and support each young person at regular meetings to equip them with the tools, knowledge and confidence to achieve their goals</li> <li>Deliver individual and group sessions to support the ETE progression of each young person</li> <li>Identify and secure world of work opportunities for each young person appropriate to their goals (e.g. workplace/site visits, work experience, work shadowing, employability sessions such as mock interviews)</li> <li>Ensure each young person has a relevant, up-to-date risk assessment</li> <li>Work closely with other agencies to support the young person and help them overcome barriers/challenges they may face</li> <li>Support young people in transition to achieve and sustain a meaningful and appropriate ETE outcome</li> </ul> <p><b>To ensure the effective delivery of assigned programmes &amp; activities that meet agreed objectives and expectations</b></p> <ul style="list-style-type: none"> <li>Develop a good understanding of each programme's objectives, put in place plans and review regularly to ensure expectations are met</li> <li>Outreach and community engagement to establish early positive relationships with young people and achieve recruitment requirements of programme/activities</li> <li>Deliver sessions, activities and group work as required</li> <li>Coordinate with other providers, including other Trust colleagues, where relevant</li> <li>Broker and facilitate meaningful employer involvement in activities incl. relatable industry role models</li> <li>Manage induction, training and support of Industry volunteers as necessary</li> <li>Ensure a high level of administration and record-keeping, including monitoring and evaluation data</li> <li>Ensure all activities are delivered in accordance with the Trust's policies on safeguarding, risk assessment, health &amp; safety, confidentiality, data protection, equal opportunities etc.</li> </ul>	

**To develop effective long-term working relationships within local Hub areas that deliver positive outcomes for young people**

- Proactive contact and engagement with stakeholders such as youth organisations, community groups, schools, colleges, referral partners, local authority services etc
- Gain the support of local industry partners to engage and inspire young people and deliver opportunities that support the progression and development of young people
- Work with Industry partners to connect local young people to employment and training opportunities including apprenticeships
- Represent Construction Youth Trust at local networking events, forums etc. as relevant
- Develop good working knowledge of and relationship with post-16 and post-18 destinations for young people
- Working with wider Trust team, seek out opportunities and funding to add value to Trust's Hub activities
- Support Trust's relationships with funding partners and other external partners, including account managing particular partners as relevant

**Safeguarding**

Construction Youth Trust takes the safeguarding of young people extremely seriously and all Trust staff have a duty to protect the welfare of young people with whom we work. All staff have responsibility to act in accordance with the Trust's safeguarding policy and protocols at all times.

**CRM:**

Construction Youth Trust is committed to ensuring all relevant information being promptly recorded and updated on the Trust's CRM system. All staff have responsibility to ensure a good working knowledge of the CRM system and to update the database promptly and accurately.

I confirm that I have read the above job description and I fully understand and accept the role and responsibilities as described.

**Job Holder:** (Name/Signature)

**Date:**