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One Team

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Steps to Success Project Coach

Salary: £25,372 – £28,576 per annum

Location: Hastings based

Contract: Permanent, Full-time

Reports to: YES Team Leader

Job Purpose:

Funded by the Department for Education, this exciting project will deliver a tested model across secondary schools in Hastings, supporting 100 young people in year 10 to achieve successful pathways post year 11 alongside improving their school attendance.

The Project Coach will be based within CXK's Youth Employability Service (YES) and will undertake regular careers-based interventions with young people, supporting them alongside a bespoke work experience placement organised and overseen by East Sussex County Council's (ESCC) Work Experience (WEX) team.

Working in schools and in the community, you will manage and plan your days with flexibility, use your initiative and have excellent planning and communication skills.

Main duties and responsibilities:

- To work with a caseload of young people providing regular 1:1 holistic Information, Advice and Guidance to complete agreed goals.
- Work closely with local schools to ensure that young people are available to be seen and supported by the project and appropriate referrals are made.
- Use community venues and other spaces to see young people in when school is not possible.
- Liaise with parents to support them to support their young people.
- Collaborate with colleagues and local partners to highlight post-16 progression pathways.
- Complete regular evaluations of the project and report back to line manager and the commissioners.
- Ensure accurate client record keeping using the Aspire database, including evaluations.
- Maintain an up to date knowledge of local labour market information, progression opportunities and resources to aid young people's progression post 16.

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- Collaborate with colleagues from ESCC's WEX team to ensure young people identify and participate in relevant and rewarding work experience.
- Prepare for and contribute to Line Management Supervision, appraisal, and caseload management reviews.

All appointees will be subject to an Enhanced DBS Check.

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Person Specification

	Essential	Desirable
Qualifications and Training		
Maths and English GCSE grade C/4 or above (or equivalent)	X	
A commitment to undertake all necessary training for the role	X	
Minimum of IAG Level 4 qualification or willingness to work towards in the role		X
Knowledge and Experience		
Experience of working with young people, managing a caseload, and achieving positive outcomes.	X	
Experience of Microsoft products and ability to use them effectively, including Outlook, Excel, Word, and PowerPoint	X	
Experience and knowledge of schools and colleges and other services that support young people.	X	
Experience of working within a youth employability setting		X
Experience of handling safeguarding situations within a young people's service	X	
Experience of recording information in an accurate and timely way.	X	
Personal Skills and Attributes		
High level of organisational skills, efficient and results orientated with good time management.	X	
Ability to work constructively as part of a team and independently. Creative and driven. Can display innovation .	X	

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Ability to build effective and professional relationships with partner agencies and organisations. Transparent and personable. Confident and passionate about inspiring people.	X	
Trustworthy and honest . Can be relied upon to work with integrity to support the wider team's success.	X	
Excellent oral and written communication skills	X	
Ability to effectively evaluate own performance considering feedback	X	
Other		
Full driving licence and use of a vehicle for regular travel	X	
No criminal convictions that would affect the ability to work with children and young people. Appointment subject to an Enhanced DBS check.	X	
Willingness to work evenings / weekends when required	X	

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