

Job Title	Progression Coach (4 Posts)
Employment	Fixed Term (18 months)
Hours	Combination of Full Time and Part Time (see below) These roles are offered as term time only. There may be some flexibility for suitable candidates who require an all year-round post.
Line Manager	Regional Assistant Director
Proposed Salary	£21,297 pro rata
Applications	Complete and return an application form and an Equal Opportunities monitoring form from our website https://www.villierspark.org.uk/jobs to HR@villierspark.org.uk
Location	Hastings & Bexhill, Tynside, Swindon or Norfolk (see below)
Closing Date for Applications	The recruitment process is currently open and ongoing. Before applying, please check with HR@villierspark.org.uk to ensure the regional role you are interested in is still open.

We view diversity as fundamental to our success. We welcome and encourage applications from people of all backgrounds and identities, and particularly encourage applications from minority groups.

Our vision is a world in which everyone can realise their potential and lead society into a healthy, equitable future. The young people we work with develop curiosity, tenacity and creativity, helping them grow a deep understanding of who they want to be, and how they will make this a reality - now and in their futures. We achieve this through delivery of coaching, workshops, university and employer insights, online courses and other activities making up the Future Leaders programme.

Role

As a Progression Coach, you will work directly with a cohort of disadvantaged young people in the Hastings and Bexhill, Tyneside, Swindon or Norfolk regions, operating within a team of regionally-based coaches and a hub Assistant Director. Most programme activities will be delivered in a school-setting. You will also have the opportunity to contribute to the development of the programme in a variety of ways.

As a coach you will:

- support young people by providing them with direct one-to-one or group coaching using Villiers Park's bespoke OPEN coaching model
- take a coaching approach to supporting young people with thinking about and developing their future ambitions
- deliver activities and events in schools and colleges including group projects and workshops

- liaise closely to make practical and logistical arrangements for programme delivery
- contribute to the delivery of a range of other activities including residential courses, and one-off visits or events
- contribute to the development of online resources and other Future Leaders programme elements.

Working Pattern

We have four fixed term roles. You will be expected to work your agreed working pattern across 40 weeks per year. This will predominantly be during term time, although we would also require some flexibility and availability during school vacations (and during evenings) on occasion. This will include occasional overnight stays. We may be able to offer some flexibility and potentially an all-year round (52 week) contract for suitable candidates.

Each of these roles is delivered in one of the regions noted below. The four regional hub teams work closely with each other and with the central team via remote contact. On occasion, we require staff to travel to various other locations (e.g. London, Birmingham or Cambridge) for face-to-face team meetings and activity.

Region	Number of Roles Available	Working Pattern	Duration of Role
Hastings and Bexhill	1	1 x 1.0 FTE 40 weeks per year	18 months
Swindon	1	1 x .10 FTE 40 weeks per year	18 months
Tyneside	1	1 x 1.0 FTE 40 weeks per year	18 months
Norfolk	1	1 x 0.6 FTE 40 weeks per year	18 months

Responsibilities

In this role, you will be responsible for:

- Delivery of OPEN Coaching model
- Supporting young people and their development through a coaching approach
- Delivery of group activities and events, including workshops and residentials
- Supporting the development of the Future Leaders programme curriculum
- Building and maintaining relationships with Future Leaders, parents/carers and schools
- Administration and reporting as necessary for the operation of the programme
- Following all safeguarding responsibilities to the highest standard and always promoting the welfare and wellbeing of all our students
- Following the policies and staff code of conduct of Villiers Park Educational Trust and the schools and colleges in which we work

- Completing training and CPD as identified through line-management and supervision
- Undertaking other duties or activities which may be necessary to achieve programme or organisational objectives, or are required by your line manager.

Person Specification

You will:

- be passionate about social mobility and justice, and improving opportunities and outcomes for young people
- have experience of working with and supporting young people from a range of backgrounds
- have an understanding of the UK school and higher education systems. Some understanding of employability issues and apprenticeship pathways would be an advantage
- understand the benefits of non-directive coaching for individuals
- be able to independently organise effective group activities and use time efficiently to plan, deliver and manage programmes of the highest quality
- take a reflexive and thoughtful approach to your work and be committed to a process of continual improvement.
- be competent in using IT, including Microsoft Office software (Word, Excel, Powerpoint, Teams and SharePoint).

Desirable Criteria

- Involvement in projects to support widening participation and fair access to higher education or other post-18 outcomes
- The ability and commitment to contribute to the development of a collaborative, supportive and dynamic working environment.

Other requirements

Flexibility in working hours to suit the post requirements including occasional evening and overnight work.

Driving licence and own transport (car)

As we work with young people, the successful candidate will have to provide an enhanced criminal records disclosure from the DBS (the Trust will arrange this).

Safeguarding

Villiers Park Educational Trust is committed to safeguarding and to providing a safe and supportive environment, which secures the well-being and best outcomes for the young people with whom we work. Safeguarding is, therefore, embedded in all aspects of the work of Villiers Park and is integral to its continued success as a charity protecting and supporting young people from disadvantaged backgrounds.

All employees and volunteers are expected to share this commitment by adhering to our organisational safeguarding procedures, attending regular in-house training and keeping up to date with developments in policies and legislation. All employees and volunteers will also agree to undergo an Enhanced Disclosure and Barring Services check and successfully complete Child Protection in Schools and PREVENT training.