

JOB DESCRIPTION

Job Title	Youth Progression Coordinator
Location	Main Office in Bermondsey, London
Reports to	Programme Manager
Main Purpose of the Role: (Job Summary)	
<ul style="list-style-type: none"> To manage a caseload of young people and support them to achieve and sustain a meaningful and appropriate Employment/Training/Employment (ETE) progression outcome To ensure the effective delivery of all allocated youth programmes & activities (in the community & in school), including building relationships and trust with young people, that meet agreed objectives, targets and expectations To develop effective long-term working relationships within local Trust Hub areas that deliver positive outcomes for young people 	
Key Tasks and Responsibilities: (Job Content)	
<p>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</p> <ul style="list-style-type: none"> Build trust with each young person in caseload and develop a positive relationship to support their ETE progression Work with each young person to develop an Individual Learning Plan setting out their ETE progression goals and how they can be achieved Mentor and support each young person at regular meetings to equip them with the tools, knowledge and confidence to achieve their goals Supporting young people to achieve their CSCS card and Level 1 H&S qualification, where relevant, including marking and processing course handbooks for the purposes of external accreditation Deliver individual and group sessions to support the ETE progression of each young person 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) Ensure each young person has a relevant, up-to-date risk assessment Ensure timely administration and record-keeping of activities as necessary including the processing and ordering of CSCS cards Work closely with other agencies to support the young person and help them overcome barriers/challenges they may face Support young people in transition to achieve and sustain a meaningful and appropriate ETE outcome <p>To ensure the effective delivery of assigned programmes & activities (both in the community and in schools) that meet agreed objectives and expectations</p> <ul style="list-style-type: none"> Develop a good understanding of each programme's objectives, put in place plans and review regularly to ensure expectations are met Outreach and community engagement to establish early positive relationships with young people and achieve recruitment requirements of programme/activities Deliver or co-deliver sessions, activities, group work and youth programmes as required, including supporting wider Trust team in delivering sessions and programmes Coordinate with other providers, including other Trust colleagues, where relevant Broker and facilitate meaningful employer involvement in activities incl. relatable industry role models Manage induction, training and support of Industry volunteers as necessary Ensure a high level of administration and record-keeping, including monitoring and evaluation data Ensure all activities are delivered in accordance with the Trust's policies on safeguarding, risk assessment, <u>health & safety, confidentiality, data protection, equal opportunities etc.</u> 	

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: