



QUEENS HALL ACTION ON POVERTY

JOB DESCRIPTION: PROGRESSION COACH

Job Title: Progression Coach

Salary: £27,106.95 plus benefits Pension, Life Insurance, Health Plan, Casual Dress Code

Hours: 37.5 hours per week, over 5 days. Will involve weekend and evening work.

Holidays: 22 Days plus Bank Holidays

Base: Across the Wigan and Leigh Borough with requirements to also travel throughout and work within the whole of Greater Manchester Borough.

Responsible to: Youth Homelessness Prevention Team Lead

Accountable to: Queen's Hall Action on Poverty Trustees

To Apply: Please submit CV and Expression of Interest explaining why you would be an asset to our charity. Please only register at the link below when you are ready to submit your documents. Any applications without a cover letter will not be accepted

<https://hr.breathehr.com/recruitment/vacancies/45918>

Please apply early as we reserve the right to close applications as soon as sufficient applicants have been received.

Closing Date: Interviews will be held ongoing

Summary:

The Brick is a growing charity with big aspirations for people in need within our community. We offer tailored support, hope, and opportunity to those looking to improve their quality of life. We are now looking for an enthusiastic, proactive and inspirational Progression Coach to join our team, a believer in the right to equal life chances with a passion to improve lives through collaboration and innovation. The Progression coach is a crucial role as part of a wider 3-year project in the charity. The main aspect, being to work with young people to prevent homelessness for those at imminent or long-term risk. The aim of the project is to provide holistic and multifaceted support to young people, this includes helping with accommodation but also fostering broader achievement in areas like financial stability, meaningful activities, and creating support network



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JOB PURPOSE

To provide individual and bespoke support to young people at risk of homelessness to assist them on their transition into sustainable employment, education or training and prevent them from facing crisis.

You will ensure support is carried out in a strengths-based approach ensuring that accurate advice and information is provided to give individuals the necessary information required to make informed decisions. The information you provide will guide individuals in making choices that will lead to suitable employment, training, meaningful opportunities and where necessary long-term accommodation offers. Bespoke opportunities will then be brokered to ensure a personalised offer of coaching is provided within the community to maintain sustainable tenancies and welfare-support offers.

THE SUCCESSFUL CANDIDATE WILL BE:

- Self-disciplined and motivated
- Committed, with a desire to learn and grow
- A confident communicator
- Comfortable with deadlines
- Excited about the idea of working in a team but also comfortable with the idea of working on their own
- A motivation and keen interest in empowering others and utilizing own experiences to benefit others
- Able to work with high levels of empathy, which could encompass your own personal experiences
- A passion for challenging systematic barriers which you and people we support found frustrating and being a positive voice for change

KEY TASKS & RESPONSIBILITIES

- To support people in a positive way by focusing on their wellbeing and personal development. The aim is to equip young people with the skills and confidence to progress into further independent lifestyles at a pace that is best for the person you are supporting, whether this requires urgency or a greater level of understanding.
- Prepare and develop individual plans, achieve outcomes identified by the person you are working with whilst keeping in mind contractual targets and Performance Management.
- As an outcome-based contract, you must be confident in using I.T with an eagerness to then learn and use more complex data recording systems. As a result, you must be consistent in data recording and ensure the positive work you undertake is captured and evidenced both in terms of data and case studies.
- To promote wellbeing by providing access to mental health support, referring into local and regional specialist services, helping to develop resilience, confidence and motivation.
- You will be part of a team who, at times, work together to discuss and share opportunities which will cover but will not be limited to:

THE BRICK

PROJECT
SHOP
WORKS
GIVING
RE-USE

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Financial Wellbeing

- Budget plans, maximizing income including support around finding employment, working with debt charities and enabling someone to create payment plans.

Support Networks

- Mediation with family or key individual within a living arrangement, support in accessing and attending physical and mental health support services.

Meaningful Activities

- This looks completely different for everyone but may include volunteering, employment, training or identifying positive ways people can integrate and build a sense of community such as attending Morris Dancing Classes or starting DJ Lessons (we have actually done this!)

You will then discuss all relevant opportunities with people you are working with to enable them to make informed choices and decisions. As a result, you will play an important part in the person's tailored action plan to achieve this.

- To ensure that individuals are safe, inspired and engaged to reach any goal they have set for themselves.
- Develop partnerships with key partner agencies.
- To understand that individuals may have experienced tough life experiences and may require a greater level of understanding, thoughtfulness and empathy.
- Ensure that privacy and dignity is always maintained

PEOPLE WE WORK WITH

Ensure that young people are provided with a tailored support offer that will lead to further independence.

To work alongside the individual and promote a strength-based approach that ensures that people have all the necessary information to make an informed choice.

To ensure that individuals are appropriately safeguarded and that all recording is completed to a high standard, ensuring we are reviewing safeguarding and acting in accordance with the safeguarding policy. You will appreciate that the young people you support may have lived through difficult experiences and may benefit from greater sensitivity, patience and empathy, which may reflect your own personal experiences.

The individuals we support represent diverse genders, ethnicities, cultures, sexual orientations and neurodiverse profiles. We value this diversity and ensure our approach is sensitive, respectful and inclusive of each person's unique experiences and needs.



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PARTNERSHIP WORKING

The Brick is committed to delivering The Pathfinder Project (Youth Homelessness Prevention)

in partnership with GMBOP and GMCA alongside key delivery partners. We ensure consistent collaboration and strong working relationships with key stakeholders, commissioners and partners are maintained throughout the contract.

Develop and maintain effective working relationships with other agencies including, but not limited to, Wigan Council, Social Services, Mental Health Services, Department for Work and Pensions and Addiction Support Services.

Liaise with other service providers, both statutory and non-statutory, to ensure that individuals can access and use all appropriate services to meet fulfill their tailored support plans.

GOOD PRACTICE

Queen's Hall Action on Poverty is committed to the safeguarding and protection of all young people and adults, in line with our Safeguarding policies. We will carefully select, train and support all those with any responsibility within the Charity.

The Brick is committed to promoting a diverse and inclusive workplace, which attracts all candidates and signals our commitment to celebrate and promote diversity. This includes not discriminating, under the Equality Act 2010 and building an accurate picture of the make-up of our workforce. We offer a range of family-friendly, inclusive employment policies, flexible working arrangements and support all staff from different backgrounds.

OUR VALUES & VISION

We are looking for innovation and creativity; The Brick is not afraid to do things differently and pilot new initiatives to trial and test new ideas.

We believe in social justice and supporting people to transition from poverty and homelessness in a way, which is dignified, and person centred.