**Job Title: Employability Coach**

**Salary: £25,553 - £27,118**

**Location: Across BLGC sites/across the community and homeworking**

**Contract: Permanent**

**Hours: Full or part time hours availaible**

**The Charity**

Bolton Lads & Girls Club (BLGC) is an innovative, dynamic and progressive children and young people’s charity based in Bolton. Established in 1889, our mission statement is “to enable children and young people, especially those from disadvantaged backgrounds, to live happier, healthier and positive lives by providing somewhere to go that's safe and modern, something to do that is inspiring and engaging, and someone to talk to when they need it the most”.

Open 51 weeks of the year, we provide a vast array of opportunities to improve the lives of our 4,000 active members through universal and targeted services. We employ around 100 people and have the support and commitment of 100 volunteers. Over the last few years we have seen the demand for our services increase significantly and we’ve set ourselves a target to help more young people than ever. We have recently re-opened our main centre in the heart of Bolton following a major £2.6m refurbishment. It’s an exciting time to join BLGC!

**Our Vision and Mission**

**Vision**

Every young person in Bolton has the opportunity to be the best they can be.

**Mission**

We will provide great places to go, positive things to do, and people that care.

**Our Key Principles**

* Keep things simple.
* Always do the right thing.
* Offer excellent customer service.
* Provide an environment for people to be the best they can be.
* Be exceptional in the moments that matter.

**Our Values**

**Driven** **Caring**

We don’t give up and we do whatever it takes. Genuine people who care make the difference.

**Empowering Excellence**

We enable people to be the best they can be. We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

**Fun**

If you enjoy what you do, you do it better! Work is

serious and we do it with a smile on our face.

**About the role**

To partner and engage with BLGC patrons, supporters, and local employers to develop pathways of learning, training, and employment opportunities for young people. Influencing potential providers to create opportunities for ‘World of Work’ days, taster sessions, placements and job opportunities for young people who are on their journey towards employment whilst helping employers with creative ways to engage with a young workforce.

In addition, you will be responsible for your own small caseload of young people on a 1-1 and in and running group sessions. Coaching, advising, and guiding young people into education, training, learning and employment opportunities; tracking distance travelled, outcomes and destinations.

**Main Responsibilities**

* To co-ordinate, promote and deliver an effective and structured employer engagement offer to support the career pathways for young people.
* To engage with our patrons/supporters and the local business community to develop opportunities for young people to learn, mentor and receive training and support from these alongside brokering real employment opportunities for young people looking for work.
* To work with potential Employers in the design and delivery of the offer and any support staffing attached.
* To connect with local colleges, schools, charities and partners and engage with young people.
* To recruit employer contacts and patrons to sign up to a good practice charter supporting young people into meaningful supportive employment, education, or training.
* To hold a small caseload of young people looking for work, training, or further education places.
* Full understanding of the labour market and provide relevant advice and guidance on local job sectors and opportunities.
* Ensure that all practice and delivery of the programme operates safely in line with Health and Safety.
* To provide guidance and offer support to employers across Bolton to ensure their contribution is young people friendly, safe, and educational.
* Connecting with local networks/partnerships and attending network/partnership meetings.
* Collaborating with other partners or creating our own career-related events/fairs.
* Supporting funding bids to attract further investment into BLGC.
* To collect feedback and evaluations from young people about the service and review the offer to ensure it is young person focused and inclusive.
* Collect data and write case studies.
* To keep children and young people safe in line with BLGC policies and local authority arrangements around safeguarding.
* To take part in professional development and training opportunities related to the role.
* Ensure all KPI’s and outcomes are being met in line with the funding requirements.
* To understand and adhere to BLGC policies and procedures at all times with particular health and safety and safeguarding.
* To undertake any other work requested by your line manager.

**About us**

BLGC were the first youth organisation to be awarded ‘Youth organisation of the year’ by UK Youth and we are the proud recipient of the Queens Award, amongst other prestigious awards. Our charity has a strong reputation locally, regionally, and nationally. We are ambitious and aspirational and are growing.

All staff have free access to our high-quality gym during the day. You will also be enrolled into our pension plan and have access to free holiday club child-care. We offer flexible working, provide refreshments, and fruit on site and have a wellbeing offer for you to access at times when you may need it. We have a fantastic track record for professional development and training opportunities, we are committed to developing our team. Come and join us in a fun working environment, where no two days are the same!

**Fancy joining the team?**

To apply please download our application form from the vacancies section on our website [www.blgc.co.uk](http://www.blgc.co.uk) or email [recruitment@blgc.co.uk](mailto:recruitment@blgc.co.uk).

In addition, please provide the following information:

* Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
* Any reasonable adjustments we can make to assist you in your application for the selection process.
* In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS

Please note that CVs will not be considered.

**CLOSING DATE FOR APPLICATIONS: ???**

**PERSON SPECIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Essential**  ✓ | **Desirable**  ✓ | **Method of assessment**  ✓ |
| **Qualifications** | | | |  |
|  | GCSE’s Grade 5 or above in English and Maths (or equivalent) | ✓ |  | A |
|  | Equivalent to at least NVQ Level 4 in a relevant subject; for example, advice and guidance, youth work or social care. |  | ✓ | A |
| **Experience** | | | |  |
|  | Experience of working with young people on a 1-1 in youth work, employability, social care, or an education setting | ✓ |  | A/I |
|  | Experience in running engaging sessions with young people | ✓ |  | A |
|  | Experience of working with a range of Employers to develop opportunities for young people | ✓ |  | A/I |
|  | Experience of working with young people in employability | ✓ |  | A/I |
|  | Experience of coordinating events | ✓ |  | A |
|  | Experience of project management and able to work autonomously | ✓ |  | A/I |
| **Knowledge and Skills** | | | |  |
|  | An awareness of the barriers young people face in employment and education | ✓ |  | A |
|  | Knowledge of local area and services for young people |  | ✓ | I |
|  | Able to manage own caseload and formulate SMART plans and track outcomes and feedback | ✓ |  | A/I |
|  | Confident and able to engage with a variety of Employee audiences at all levels, delivering talks and presentations. | ✓ |  | A/I |
|  | Ability to enthuse, inspire and motivate young people from varied backgrounds and with a range of needs | ✓ |  | I |
|  | Effective communicator able to influence and work in partnership across Bolton | ✓ |  | I |
|  | Commitment to equal opportunities | ✓ |  | I |
|  | Non-judgemental and inclusive approach to working with young people who may be further away from employment. | ✓ |  | I |
|  | A high standard of spoken and written English; able to produce high quality reports | ✓ |  | A/I |
|  | IT proficient specifically Microsoft Office but additional software programs and platforms such as Salesforce, would be an advantage |  | ✓ | A/I |
| **Personal Attributes** | | | |  |
|  | Candidates must be flexible and happy to work hours in the evenings and at weekends, as well as during the day. | ✓ |  | A/I |
|  | Current driving license and use of own car | ✓ |  | A/I |

**Method of Assessment Key:**

A Application Form

I Interview