

## Youth Support Worker – Progression Coach

### Job Description

---

**Job Title:** Progression Coach

**Salary:** Full-time, **£24,313 per annum** (Part-time, pro rata)

Benefits include:

- Generous annual leave allowance
- Fair company sick pay
- Maternity leave
- Paternity leave
- Compassionate leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program

**Department:** Young people's supported accommodation

**Reports to:** Supported accommodation manager

**Availability:** Full time, 37.5 hours per week [Oxford, Oxfordshire]  
Full time, 37.5 hours per week [Cherwell and West]  
Part time, 26.5 hours per week [Oxford, Oxfordshire]

**Candidates will need to be able to drive and have access to a vehicle.**

**Schedule:** Patterns usually alternate each week from 8.30am to 4.30pm or 11am to 7pm (will require some weekend and bank holiday work, may require emergency on call and may require emergency on call work on a rotational basis)

---



## **Job purpose**

Progression coaches seek out opportunities that inspire young people to step outside their comfort zone, helping them to develop new behaviours and skills that enable them to move into independent living.

A youth work and trauma-informed approach is adopted by progression coaches which means:

1. You will listen to and be led by, the needs, ambitions, and assets of the young person
2. You are an advocate for and champion of young people's ability to acquire the skills needed to transition into a happy, positive, and healthy adulthood
3. You are a reliable, consistent, and aspirational role model. Coaches exercise clear and professional boundaries which creates safety, respect and trust and is paramount to success.

You will receive high quality training to ensure they feel confident and motivated to help build skills in emotional literacy, emotional regulation, de-escalating conflict, mental health first aid, safeguarding, physical wellbeing, financial empowerment, boundaries, creativity, and group skills.

## **Key responsibilities**

- Engage a case load of young people, providing each with a minimum of two weekly coaching sessions and one weekly group work session in their home enabling the young people to develop strong group relationships
- Provide asset-based coaching empowering young people emotionally, mentally, physically and in group relationships
- Engage with light touch support for young people moving out of the service to ensure their smooth and safe transition
- Create and share with relevant stakeholders up-to-date risk assessments and support plans ensuring the safeguarding of young people is at the forefront of your work
- Strive for each young person, where possible, to be reconciled with their family through engaging effectively with adults, setting up and attending necessary meetings such as family group conferences, completing assessments and assisting in the design and implementation of reconciliation plans or pathway plans where reconciliation is not possible
- Proactively champion young people's involvement and help support them to be confident in giving authentic and honest feedback, ensuring they are actively listened to and their ideas, interests and concerns are central to our engagement process
- Work proactively with Response to ensure young people are safe in their homes, taking ownership of and pride in their environments aware of opportunities in the Response training offer
- Ensure record keeping is kept up to date and completed efficiently, including reporting incidents and ensuring complaints are dealt with in a timely fashion

## **General**

- To attend team meetings and regular supervision with line manager
- Keep up to date with relevant and associated policy developments, adhering to Oxfordshire Youth's policies and procedures
- To ensure all pre-employment checks are carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- To undergo training enabling personal and professional development
- To undertake other relevant duties related to the further development, promotion and sustainability of the charity

## **Safeguarding**

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

***This job description is subject to amendment following discussion with the post holder.***

***Specific tasks and duties will be shared at the interview and during the induction process***



## What we are looking for

- Relevant experience in a Youth Worker or Support Worker role for a minimum of 2 years (or equivalent)
- Level 3 in Youth Work, currently working towards one, or an ambition to obtain this qualification
- Demonstrable experience of working directly with children and young people for a minimum of 2 years (or equivalent)
- An understanding of the many issues affecting young people such as mental health, substance misuse, sexual health, unaccompanied asylum seeking and homelessness.
- Experience of working effectively in a team (internally and externally), able to think creatively and solve problems
- Full, clean, valid UK driving license with access to own vehicle
- IT skills including Excel, Word, PowerPoint and CRM systems, excellent verbal, and written communication
- A flexible approach to work, including a willingness to take on tasks outside the usual remit and to work irregular hours
- Work well under pressure and prioritise effectively, working to tight deadlines and targets
- Ability to assess and manage risk
- An unwavering commitment to Oxfordshire Youth's vision, mission, and values
- Integrity and discretion when dealing with sensitive information, and a commitment to treating people equally with no unconscious bias
- Commitment and accountability of your own learning and development

## Other desirable skills

- Vocational qualification(s) in related fields including mental health, children's and young people's social care, youth, and community development
- Responding to concerns and complaints raised by children, young people, or sector organisations
- Experience in working for a non-profit organisation in the UK

---

**Applications will be reviewed as and when they are received.**

To apply, please send a copy of your CV accompanied by an application form to [recruitment@oxfordshireyouth.org](mailto:recruitment@oxfordshireyouth.org) alternatively, [click here](#) for more information.