



The Education Business Partnership

PROGRESSION MENTOR

Job Description and Person Specification

Elevate EBP is a social value organisation that works with young people of all ages to develop, shape and inspire tomorrow's workforce. We're currently looking for a Progression Coach to support young people across the Liverpool City Region.

OUR VALUES: Integrity, Visionary, Driven, Experts and Innovative.

JOB OPPORTUNITY:

Progression Mentor

LOCATION: Based at our Bootle office, but travel will be throughout the Liverpool City Region to various schools.

SALARY: £27,810 Full Time (35 Hours Per Week)

Part Time / Term Time working will be considered and will be pro rata.

The post is fixed term until the end of February 2027 in line with a funded contract.

START DATE: As soon as possible

If you are looking to encourage & inspire young people to take their best next step then this is the role for you!

What will you do?

Coordinate, develop and deliver 'education to employment' transition and employability activities.

Lead both group & 121 mentor sessions with young people who are at risk of NEET/NEET (not in education, training or employment)

Create workshops to aid the progression of young people to be successful in their choices and sustain those destinations. Above all, you will demonstrate our values and help transform the lives of young people within the Liverpool City Region.

What do we offer?

Up to 7.5% employer pension contribution

Term-time or part-time working is considered for the right candidate.

35 Hour Week (FTE)

A flexi-time system

Support & Development – ongoing training, regular personal development meetings and 1-2-1 support from your line Manager.

We are a Fair Employment Charter "Aspiring "Level Employer, Disability Confident Employer and in the Top 100 UK Social Enterprises (NatWest /Pioneers Post Award)

About you

You are an active listener.

You have excellent people skills.

You can work with both groups of students or on a 121 basis.
You enjoy creating & developing engaging workshops.
You can build trust with both students and parents/carers.
You have excellent organisational & communication skills.

Please see the below pages for the full Job Description and Person Specification.

Applications are by CV together with a cover letter, detailing how you demonstrate our company values and meet the person specification.

If you do not include a cover letter with your CV this will detract from your application.

Applications to be sent to **Helen.Morris@elevate-ebp.co.uk**

Please quote **JOB REFERENCE: ETFPM26** when applying.

The deadline for applications is 5pm on Wednesday 13th May 2026

The first interviews to be held on Monday 18th May 2026

(Roles are subject to an Enhanced DBS Children & Adults check)

JOB DESCRIPTION:

Progression Coach

Responsible To: Project Lead

Job Purpose:

The Progression Mentor will report to the Project Lead and be responsible for coordinating, developing, delivering, and evaluating programmes. The role involves leading both group and one-to-one mentoring sessions for young people who are facing barriers to their learning, educational and employment progress.

Main Duties and Responsibilities:

- The co-ordination, development and delivery of education to Post 16 transition activities will include, action planning, goal setting, breaking down barriers & visits to employers, HE & FE.
- Lead both group & 121 mentor sessions with young people who are experiencing barriers to progression.
- Create workshops to aid the progression of young people being successful in their next steps.
- Build relationships with both young people & parents/carers promoting positive change.
- Meet all funder's deadlines for reporting, data collection and impact measurement.
- Build relationships and effectively work with our funders, and their evaluation team to measure the project impact.
- Work in partnership with the team to engage and recruit new employers and other partners to support these programmes, to agreed targets.
- Coordinate projects in line with agreed milestones and reporting structures, working closely with local partners to ensure effective delivery.
- Develop and deliver presentations and training materials to groups of young people in a variety of settings which may include small groups up to large audiences
- Provide progress reports to the Project Lead.
- Be responsible for the efficient management of a range of administrative tasks to support the successful running of the project, including making the best use of information communication technology.
- Create documents, forms and marketing materials using a range of IT software.

- Attend meetings locally, regionally and occasionally nationally.
- Promote the project through social media and other communication channels working with funders and their requirements.
- Undertake appropriate training and development as part of the Elevate EBP performance management system.
- Be committed to the safeguarding of children; young people and adults.
- Observe confidentiality in relation to GDPR.
- Undertake any other relevant duties pertaining to the grade of the post.

The post is fixed term until the end of February 2027 in line with a funded contract.

PERSON SPECIFICATION

Personal Attributes Required	Essential (E) / Desirable (D)	Method of Assessment
QUALIFICATIONS: <ul style="list-style-type: none"> Educated to Degree level or NVQ equivalent 	D	EOI
EXPERIENCE: <ul style="list-style-type: none"> Experience of co-ordinating, delivering and reporting on funded project(s) Previous experience of working with young people in a supportive role providing Information, Advice & Guidance Experience in mentoring students and young people Experience in building relationships with a variety of partners 	E E E E	EOI/I EOI/I EOI/I EOI/I
KNOWLEDGE / SKILLS / ABILITIES: <ul style="list-style-type: none"> Ability to work to strict targets and to meet deadlines within demanding timescales working with minimum supervision Excellent interpersonal and communication skills, both spoken and written Ability to gain the confidence of a wide range of people and to establish and maintain effective relationships Ability to promote new ideas and concepts to varying audiences Ability to persuade and influence people Ability to build trust in others. Ability to give correct feedback Able to develop and deliver presentations /training materials to both adults and children in a variety of settings 	E E E E E E E E	EOI/I EOI/I EOI/I EOI/I EOI/I EOI/I EOI/I EOI/I

Personal Attributes Required	Essential / Desirable	Method of Assessment
KNOWLEDGE / SKILLS / ABILITIES <ul style="list-style-type: none"> • Excellent organisational / Project management skills • Ability to work as part of a team • Understanding of education agenda • Ability to use own initiative, to tackle problems, and to develop own solutions • Computer literate. • Be familiar with confidentiality and requirements of GDPR 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p>
BEHAVIOR: <ul style="list-style-type: none"> • Active Listener • Develop others' capabilities • Can identify goals/vision • Inspirational • Driven by targets • Enjoys a challenge • Highly organised • Creative and Innovative • Visionary • Positive outlook • Use expertise to deliver a high-quality project • Flexible and adaptable to the working situation • Remains calm and polite at all times, acting with integrity 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p> <p style="text-align: center;">EOI/I</p>
SPECIAL REQUIREMENTS: <ul style="list-style-type: none"> • Car user 	<p style="text-align: center;">E</p>	<p style="text-align: center;">EOI/I</p>

EOI - Expression of Interest Letter
I = Interview