



The Education Business Partnership

# PROGRESSION COACH

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 Coach

**LOCATION:** Agile Working across the Liverpool City Region  
(Head Office – Bootle, L30 4XR)

**SALARY:** £27,093 to £31,608 full time.  
Part Time / Secondment to be considered.

### **Fixed Term Contract until February 2027**

(This is a short-term contract position with strong potential for extension, subject to performance and funded contract extension)

**START DATE:** As soon as possible

***Are you are looking to support, guide and empower young individuals to reach their full potential? Are you passionate about inspiring them to become the best version of themselves? If so, this is the role for you.***

### **What will you do?**

This role will involve a focus on fostering confidence, resilience, and positive attitudes. Whether through one-on-one support, work experience, or group activities, the purpose would be to provide the resources and encouragement they need to thrive.

### **What do we offer?**

- Up to 7.5% employer pension contribution
- 35 Hour Week (FTE)
- A flexi-time system
- Work in a supportive, team-oriented environment.
- Support & Development: ongoing training, regular personal development meetings and
- 1-2-1 support from your line Manager. A small, passionate team with the autonomy to make a real difference.
- Annual cost of living rise (Subject to Board approval)
- We are a Fair Employment Charter “Aspiring “Level Employer

### **About you**

- Previous experience of working with young people in a supportive role.

- Excellent communication and interpersonal skills, with the ability to connect with young people from diverse backgrounds.
- A positive, motivating and enthusiastic approach to helping others reach their full potential.
- You can build trust with both young people and parents/carers.
- You have a clean driving license with the use of your own vehicle.

***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: KNPC26** when applying.

**The deadline for applications is 5pm on Wednesday 6th May 2026**

**Interviews to be held on Monday 11th and Tuesday 12th May 2026**

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

# JOB DESCRIPTION:

## Progression Coach

**Responsible To: Head of Employability**

*Are you passionate about helping young people unlock their full potential? Are you ready to guide, support, and inspire the next generation to become the best version of themselves?*

*We are looking for a dynamic and dedicated Progression Coach to join our team and make a lasting impact on the lives of young individuals. In this role, you will work closely with young people to help them navigate their personal growth, develop essential life skills, and achieve their goals.*

### **Main Duties and Responsibilities:**

- Working with NEET, At Risk of NEET, Care Experienced and Vulnerable Young People Aged 14+.
- Information, Advice & Guidance: Provide one-on-one support to young people, offering support in areas such as self-confidence, decision-making, resilience, and career exploration.
- Goal Setting & Achievement: Help young people identify their strengths, set meaningful goals, and develop action plans to achieve them.
- Building Positive Relationships: Create a safe and supportive environment where young people feel valued, heard, and understood.
- Inspiration & Motivation: Use your energy, passion, and experience to motivate and encourage young people to stay focused, work hard, and believe in their abilities.
- Collaborating with Families, & Communities: Work in partnership with families, schools, and community organizations to ensure a holistic approach to each young person's development.
- Flexibility and creativity in designing programmes that engage and challenge young people.
- To co-ordinate these projects in line with agreed milestones and reporting structures, liaising with key school contacts and funders.
- Networking: This integral role will involve recruiting and maintaining relationships with local employers and training providers to support a range of activities across Extended Work Experience and NEET and at risk of NEET programmes.

- Maintain accurate records of employer & student contacts via our company CRM system.
- Be actively involved in promoting Elevate EBP on various social media platforms.
- Undertake appropriate training and development as part of the Elevate EBP performance management system;
- Be committed to the safeguarding of children;
- 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, with a strong potential of extension, subject to performance and funded contract extension.***

# PERSON SPECIFICATION

Personal Attributes Required	Essential (E) / Desirable (D)	Method of Assessment
<b>QUALIFICATIONS:</b> <ul style="list-style-type: none"> <li>Educated to Degree level or NVQ equivalent</li> </ul>	D	EOI
<b>EXPERIENCE:</b> <ul style="list-style-type: none"> <li>Experience in coaching, delivering and reporting on the funded project(s)</li> <li>Previous experience of working with young people in a supportive role providing Information, Advice &amp; Guidance</li> <li>Experience in coaching students and young people</li> <li>Experience in building relationships with a variety of partners</li> <li>Group delivery</li> <li>Creating and developing resources to aid the progression of the young people on the programme.</li> </ul>	E E E E E E	EOI/I EOI/I EOI/I EOI/I EOI/I EOI/I
<b>KNOWLEDGE / SKILLS / ABILITIES:</b> <ul style="list-style-type: none"> <li>Ability to work to strict targets and to meet deadlines within demanding timescales working with minimum supervision</li> <li>Excellent interpersonal and communication skills, both spoken and written</li> <li>Ability to gain the confidence of a wide range of people and to establish and maintain effective relationships</li> <li>Ability to promote new ideas and concepts to varying audiences</li> <li>Ability to persuade and influence people</li> <li>Ability to build trust in others.</li> </ul>	E E E E E E	EOI/I EOI/I EOI/I EOI/I EOI/I EOI/I

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

**EOI - Expression of Interest Letter**  
**I = Interview**