



The Education Business Partnership

# PROGRESSION MENTOR JOB OPPORTUNITY

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.*

# PROGRESSION MENTOR:

**ROLE:** Progression Mentor (fixed term until the end of February 2027 to cover Maternity Leave).

**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)

**START DATE:** May 2026

If you are looking to encourage & inspire young people in schools, 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 activities.

Lead both group & 121 mentor sessions with young people in Years 10 & 11.

Create workshops to aid the progression of young people to be successful in their post-16 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

## **ABOUT YOU**

- You are an active listener.
- You have excellent people skills.
- You can work with groups of students in a classroom setting.
- You enjoy creating & developing engaging workshops.
- You can build trust with both students and parents/carers.
- You have excellent organisational & communication skills

***The post is fixed term until the end of February 2027 to cover Maternity Leave.***

# JOB DESCRIPTION:

**POST:** Progression Mentor

Fixed-term post until the end of February 2027 (Maternity Cover).

**RESPONSIBLE TO:** Project Lead

**JOB PURPOSE:**

The Progression Mentor will report to the Project Lead and be responsible for coordinating, developing, delivering, and evaluating the KS4 Transition Programme. The role involves leading both group and one-to-one mentoring sessions for students in Key Stage 4 and Post-16 education who are facing barriers to their learning and educational 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 in Year 10 & 11 who are experiencing barriers within the classroom.
- Create workshops to aid the progression of the young person being successful in their Post 16 Education.
- Build relationships with both students & parents/carers promoting positive change
- Acting as a key contact with the participating 19 schools on the project (360 students)
- to 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.
- They will coordinate this project in line with agreed milestones and reporting structures, working closely with local partners to ensure effective delivery.
- to develop and deliver presentations and training materials to groups of students 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 working with the Careers Hub;
- ensure communications are in line with funders and Careers Hub requirements

- 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

# PERSON SPECIFICATION

Personal Attributes Required	Essential / Desirable	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 of co-ordinating, delivering and reporting on funded project(s)</li> <li>Experience in mentoring students and young people</li> <li>Experience in building relationships with a variety of partners</li> </ul>	E E E	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> <li>Ability to give correct feedback</li> <li>Able to develop and deliver presentations / training materials to both adults and children in a variety of settings</li> <li>Excellent organisational / Project management skills</li> </ul>	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
<p><b>KNOWLEDGE / SKILLS / ABILITIES:</b></p> <ul style="list-style-type: none"> <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>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><b>BEHAVIOUR:</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**