



The Education Business Partnership

JOB COACH WIRRAL YOUTH GUARANTEE TRAILBLAZER

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:

Job Coach

Wirral Youth Guarantee Trailblazer

LOCATION: Majority of time based in Wirral office
(Head Office – Bootle, L30 4XR)

SALARY: £27,093 – 31,608 full-time.

Fixed Term Contract until the end of March 2027

This is a short-term contract position with strong potential for extension to March 2028 (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**

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:

Job 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 Job 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, achieve their goals and gain meaningful employment.

Main Duties and Responsibilities:

- Working with NEET, Care Experienced and Vulnerable Young People Aged 18-21, with an aim to progress into employment.
- Employer Engagement: recruiting and maintaining relationships with local employers to support a range of activities and raise awareness of job opportunities/vacancies and the world of work
- 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.
- Collaborative Working with intensive mentors to support young people to reach their full potential.
- Flexibility and creativity in designing programmes that engage and challenge young people.
- To coordinate these projects in line with agreed milestones and reporting structures, liaising with key contacts and funders.
- Maintain accurate records of activities and interactions via the relevant 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 and vulnerable 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 March 2027, with a strong potential of extension, to March 2028 as this is in line with our overarching delivery and contract funded through Wirral Council.

PERSON SPECIFICATION

Personal Attributes Required	Essential / Desirable	Method of Assessment
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Educated to Degree level or NVQ equivalent • IAG qualification 	<p>D</p> <p>D</p>	<p>EOI</p> <p>EOI</p>
<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Experience in coaching, delivering and reporting on the funded project(s) • Experience in coaching students, young people and/or vulnerable adults • Experience in building relationships with a variety of partners • Group delivery • Creating and developing resources to aid the progression of the young people/vulnerable adults 	<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>KNOWLEDGE / SKILLS / ABILITIES:</p> <ul style="list-style-type: none"> • 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 • Excellent organisational / Project management skills • Ability to work as part of a team • Understanding of the education agenda 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</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>

Personal Attributes Required	Essential / Desirable	Method of Assessment
KNOWLEDGE / SKILLS / ABILITIES <ul style="list-style-type: none"> • 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;">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>
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 • Resilient • 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;">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> <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