

# The Role:

**OUR VALUES:**  
DRIVEN EXPERTS INNOVATIVE INTEGRITY VISIONARY

**We are a social value organisation, we work with primary school-aged pupils to young adults to develop, shape & inspire tomorrow's workforce.**

**ROLE:** Progression Mentor

**LOCATION:** You will be working across various high schools within the Liverpool City Region as the main part of your role. The administrative element of the role will be on a hybrid basis.

**SALARY:** £27,000 to £28,600 full time

**START DATE:** September 2024

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 Post 16 pathways" 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. 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**

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  
You have a clean driving licence with the use of your own vehicle.

***The post is fixed term until the end of February 2027 as this is in line with our overarching delivery with Liverpool City Region Careers Hub, and contract funded through the Careers and Enterprise Company***



# Job Description:

**OUR VALUES:**  
**DRIVEN EXPERTS INNOVATIVE INTEGRITY VISIONARY**

## Job Description

Post: Progression Mentor  
 Fixed-term post until the end of February 2027 (in line with funded contract)  
 Responsible to: Project Lead

### Job Purpose:

The Progression Mentor will be responsible to the Project Lead for the coordination, development, delivery and reporting on our Effective Transition Fund project. They will lead on both group & 121 mentoring sessions with students in Key Stage 4 + Post 16 who may be disengaged and experiencing barriers in their education & learning.

### 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
- Act as a key contact within the team for the participating 16 schools on the project
- 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.
- to co-ordinate these projects in line with agreed milestones and reporting structures liaising with our local Careers Hub lead and Careers and Enterprise Company
- 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



**LIVERPOOL  
CITY REGION**  
COMBINED AUTHORITY

**METROMAYOR**  
LIVERPOOL CITY REGION

Liverpool City  
Region  
CAREERS HUB

THE CAREERS &  
ENTERPRISE  
COMPANY



# Person Specification:

## OUR VALUES:

DRIVEN EXPERTS INNOVATIVE INTEGRITY VISIONARY

### PROGRESSION MENTOR 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> </ul>	E	EOI/I
<ul style="list-style-type: none"> <li>Experience in mentoring students and young people</li> </ul>	E	EOI/I
<ul style="list-style-type: none"> <li>Experience in building relationships with a variety of partners</li> </ul>	E	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> </ul>	E	EOI/I
<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills, both spoken and written</li> </ul>	E	EOI/I
<ul style="list-style-type: none"> <li>Ability to gain the confidence of a wide range of people and to establish and maintain effective relationships</li> </ul>	E	EOI/I
<ul style="list-style-type: none"> <li>Ability to promote new ideas and concepts to varying audiences</li> </ul>	E	EOI/I
<ul style="list-style-type: none"> <li>Ability to persuade and influence people</li> </ul>	E	EOI/I
<ul style="list-style-type: none"> <li>Ability to build trust in others.</li> </ul>	E	EOI/I
<ul style="list-style-type: none"> <li>Ability to give correct feedback</li> </ul>	E	EOI/I
<ul style="list-style-type: none"> <li>Able to develop and deliver presentations /training materials to both adults and children in a variety of settings</li> </ul>	E	EOI/I
<ul style="list-style-type: none"> <li>Excellent organisational / Project management skills</li> </ul>	E	EOI/I
<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> </ul>	E	EOI/I
<ul style="list-style-type: none"> <li>Understanding of education agenda</li> </ul>	D	EOI/I
<ul style="list-style-type: none"> <li>Ability to use own initiative, to tackle problems, and to develop own solutions</li> </ul>	E	EOI/I
<ul style="list-style-type: none"> <li>Computer literate</li> </ul>	E	EOI/I

<ul style="list-style-type: none"> <li>Be familiar with confidentiality and requirements of GDPR</li> </ul>	E	EOI/I
<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>	E	EOI/I

**EOI=Expression of Interest Letter**

**I = Interview**

