



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:

LOCATION: Head Office in Bootle, L30 4XR. You will be working across various high schools across the Halton area as the main part of your role and travel across the Liverpool City Region will be required.

SALARY: £27,093 full time.

START DATE: April 2026.

INTERVIEW DATES: 19th and 20th March 2026.

WHAT WILL YOU DO: Plan, coordinate and deliver Post-16 transition programmes. Lead group and 121 mentoring sessions with Year 10 and 11 students. Design and deliver engaging workshops, including employer-led sessions, to support successful Post-16 progression and sustained destinations. Champion our values and play a key role in transforming the lives of young people across the Liverpool City Region.

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:

- You are an active listener.
- You have excellent people skills.
- You can work with groups of students in a classroom and 121 setting.
- You enjoy creating and developing engaging workshops.
- You can build trust with both students and parents/carers.
- You have excellent organisational and communication skills.
- You have a clean driving licence with the use of your own vehicle.

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 noon on Thursday 22nd January 2026.

JOB DESCRIPTION:

POST: Progression Mentor

RESPONSIBLE TO: Project Lead

JOB PURPOSE: The Progression Mentor will report to the Project Lead and be responsible for coordinating, developing and reporting on a transition and progression programme. They will lead both group and 121 mentoring sessions for Key Stage 4 and Post-16 students who may be disengaged, at risk of becoming NEET, or facing barriers to education and 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, and visits to employers, HE and FE.
- Lead both group and 121 mentor sessions with young people in Year 10 and 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 and parents/carers promoting positive change.
- Act as a key contact within the team for the participating schools on the project.
- 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.
- 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 team and funders.
- Ensure communications are in line with funders 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
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) Experience in mentoring students and young people Experience in building relationships with a variety of partners 	E E E	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 Excellent organisational / Project management skills 	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>KNOWLEDGE / SKILLS / ABILITIES:</p> <ul style="list-style-type: none"> • 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>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>BEHAVIOUR:</p> <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>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>SPECIAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Car user 	<p>E</p>	<p>EOI/I</p>

EOI - Expression of Interest Letter

I = Interview