

## Job Description

**Job Title:** Progression and Opportunities Coach  
**Monday - Friday 37.5 hours per week**  
**£18,000 per annum, term time only**

The role of Progression and Opportunities Coach at Inclusion Hampshire requires experience and enthusiasm to motivate and inspire young people. Based mainly at Inclusion College in Hook, Hampshire, the aim is to identify and set up external volunteering, work experience or activities for learners which will broaden their timetable and develop new skills and experiences. Accompanying young people and coaching them at various sites, you will assist in building confidence in a therapeutic manner. Monitoring and evaluating all delivery is essential, plus the use of own car to transport learners (mileage expenses paid).

### Main Responsibilities

- Develop positive and nurturing relationships with learners to support their needs and enable personal development and emotional progress
- Engage and encourage learners to participate in new opportunities and experiences to develop their skills.
- Identify and set up new learning opportunities in the community, including volunteering opportunities, work experience, taster days and introductions to activities.
- Complete risk assessments and Health and Safety checks with placement providers.
- Promote the importance of mental health and well-being, including the benefits of interaction in the community.
- Plan and deliver information and/or employability sessions for learners with SEN and mental health needs.
- Support learner confidence, self-esteem and positivity to promote progress
- Complete daily session evaluations, focusing on learner personal development
- Maintain registers and complete case studies
- Attend team meetings, case reviews and relevant training
- Transport learners to external venues in their own vehicle when necessary.

### Person Specification

- Creative, personable and patient individual
- Passion to support young people in achieving their goals and experience of successfully engaging young people with SEND and/or mental health needs
- Ability to develop strong relationships with referral partners, training providers and employers

- Strong interpersonal skills. Approachable, adaptable and supportive to the range of stakeholders involved in this programme.
- Ability to develop strong rapport
- Experience of working with young people
- Keen to develop skills and new initiatives
- Be a strong independent worker with good time management skills
- An enhanced Disclosure and Barring Service (DBS) check will be required.

### **Additional Information**

- To undertake other duties as reasonably deemed appropriate by the Head of Inclusion College and the CEO of Inclusion Hampshire
- Post holder must hold a valid UK driving licence and insurance which covers their vehicle for business use
- This document will form the focus for performance management and will be integral in any subsequent review
- The post holder must attend all safeguarding and child protection training and be compliant with Inclusion Hampshire child protection procedures at all times
- Adhere to Inclusion Hampshire policies

### **Working Conditions:**

Job Characteristics:	Working with young people aged 16-25. Working with young people with special educational needs.
Display Screen Equipment:	Laptop
Transport:	Use of own or public transport

To apply, please send a detailed CV with a covering letter, explaining why you would be suitable for this role to:

[info@inclusionhampshire.org.uk](mailto:info@inclusionhampshire.org.uk)

For an informal discussion about the role, please telephone on the number below to speak to Marie Greenhalgh, Head of Inclusion College.

**Inclusion Hampshire is a Charitable Incorporated Organisation, registered no. 1162711  
Office 5, The Clock Tower, Chineham Shopping Centre, Chineham, Basingstoke, Hampshire. RG24 8BQ  
01256 760800 / info@inclusionhampshire.org.uk**