

CoachBright: Associate Programme Lead

Information for Applicants (Freelance Contract for Services)





Contents

Contents.....	2
Welcome.....	2
Who we are.....	4
The Challenge.....	5
Our Impact.....	6
Our Values.....	7
Role description.....	9
Our Programmes.....	10
Role details.....	12
Programme delivery.....	12
Relationship management.....	13
Quality and collaboration.....	13
Person Specification.....	13
What we are looking for.....	13
Essential:.....	13
Desirable.....	14
Key details.....	14
Contract Type.....	14
Programme Fees.....	14
Programme Availability.....	14
Delivery Areas.....	15
Support.....	15
Training.....	15
Safeguarding.....	15
Travel.....	15
How to apply.....	16

Welcome



Thank you for your interest in joining the CoachBright team as our new Associate Programme Lead. We are building a network of experienced associates across England to deliver CoachBright programmes during the 2026/27 academic year and beyond. Rather than recruiting for a single vacancy, we are looking to build a pool of experienced associates who can deliver programmes as they are confirmed with our partner schools and universities. This is a freelance contract, giving you the flexibility to accept programme assignments that suit your availability.

We are a social mobility charity on a mission to support young people from disadvantaged backgrounds become confident, independent, and resilient, so they can lead the lives they want.

There is an attainment and outcomes gap in the UK between disadvantaged young people and their wealthier peers. This is exacerbated when young people have lower confidence in their own abilities and potential. Upward social mobility is made even harder when pupils lack relatable role models. We want to change this!

Now, more than ever, it is essential that young people from disadvantaged backgrounds get the support they need to achieve their goals. That's why we're playing our part to narrow the gap and support a generation of pupils to be their best.

We are ambitious, and are looking for people as passionate as we are about creating a socially just world. If you're motivated by improving social mobility and transforming the life chances of young people we would love to hear from you.

Many thanks,
The CoachBright team

Who we are



Coaching young people to be confident, independent, and resilient, so they can lead the lives they want. We are an education charity with social mobility at our core.

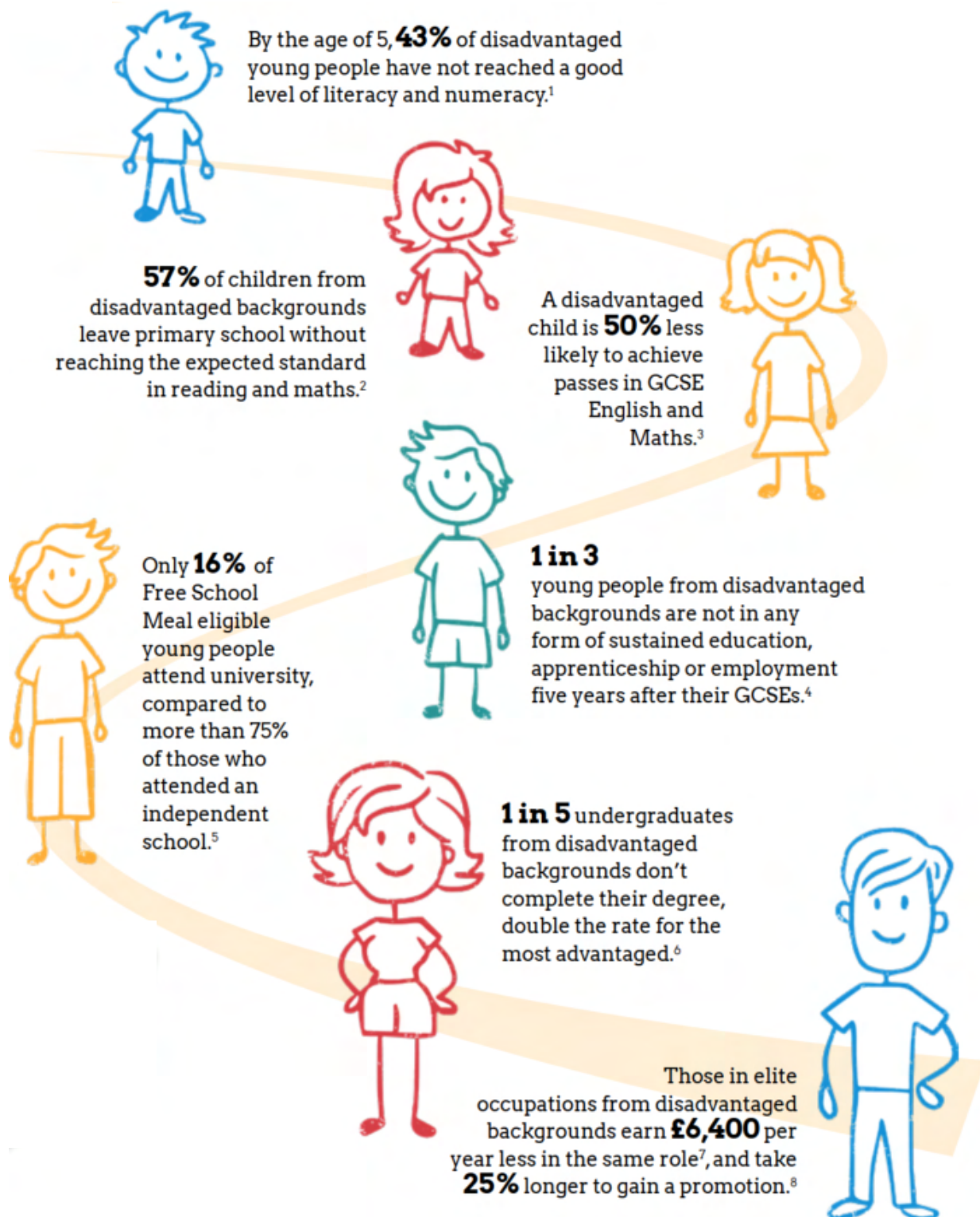


A world in which every young person's destination is based on their choice, ambitions, and talents, not their background.



We partner with schools, universities, and businesses to run face-to-face and virtual coaching programmes for disadvantaged young people. Through partnering young people with relatable role models who are just a few years ahead in their life journey, we help raise their confidence, independence, resilience, and attainment. Our coaches are typically **undergraduate volunteers** or **senior pupils** in schools, who we train and support to become effective coaches.

The Challenge



Our Impact

We have been delivering coaching programmes across England since 2014, supporting over 18,000 young people in that time. We have a small but growing number of programmes directly coaching undergraduates from underrepresented backgrounds (our LifeCycle programme). However, the majority of our work and impact takes place in schools, involving us training undergraduates (our UniCoach programme) or older pupils (our Peer to Peer programme) to be coaches to younger pupils.

We are proud that our programmes demonstrate consistently strong impact on the outcomes most closely associated with improving social mobility: attainment, social & emotional development, and school attendance.

Our most recent independent evaluation found:

Increases in **maths (11.1%)** and **English (5.1%)** attainment.

Significant improvements (min 8%) in **metacognition, self-efficacy,**
and **motivation.**

Persistently absent pupils' **school attendance** increased by 11%!

Our Values

We have four core values at CoachBright that we use to guide us and help our decision making. These values remind us at all times who we help, how we help them, and how we should act as both a charity and as individuals.



Our Team



We are a small but mighty team, with a mixture of experiences including youth work, teaching, music, finance, social work and many others. Although our backgrounds and skills may be different, what we have in common is a commitment to our core values, and a belief that our work can - and does - change young people's lives.

Although Associate Programme Leads work independently, you'll be supported by a named CoachBright colleague who will provide programme oversight, quality assurance and operational support throughout your assignments.

And whilst we may be located in different parts of the country, we work extremely hard to ensure we live up to our fourth core value - '*we are a team, not just colleagues*'.

I've never worked in such a wonderful team before. It's been great to join such a supportive environment where everyone just wants the very best for each other and are all so passionate about our shared mission.

Role description

We're looking for experienced facilitators to join our growing network of Associate Programme Leads, delivering CoachBright programmes in schools and universities across England.

Rather than recruiting for a single vacancy, we're building a network of trusted associates who can deliver high-quality programmes as opportunities arise throughout the academic year. Depending on demand, your availability and the geographical areas you're able to cover, you may be offered one or multiple programme assignments over the course of the year.

This is a freelance contract for services, offering the flexibility to organise your own schedule and decide which programme assignments you accept. Each programme has a clearly defined scope, fixed programme fee and agreed delivery timeline, allowing you to plan your workload with confidence.

As an Associate Programme Lead, you'll take day-to-day responsibility for delivering allocated programmes, building positive relationships with schools, universities and volunteers, and ensuring every programme is delivered to CoachBright's high standards. You'll be trusted to manage programme delivery independently while working closely with a named CoachBright colleague who will provide programme oversight, quality assurance and ongoing support.

Programme fees vary depending on the programme type and will always be agreed in advance before work begins.

We expect to deliver programmes across the following areas during the 2026/27 academic year and would particularly welcome applications from people able to travel within one or more of these locations:

Likely locations
Cornwall, Plymouth
Greater London, Hampshire, Sussex, Kent, Berkshire, Essex, Hertfordshire, and Milton Keynes
Merseyside, Greater Manchester, Lancashire, Cheshire, Staffordshire
Northumberland, Newcastle, Tyneside and Teesside



Role details

Programme delivery

- Deliver CoachBright programmes in accordance with the agreed Programme Brief.
- Plan, coordinate and deliver high quality sessions that engage and inspire participants, using existing CoachBright resources.
- Manage the day-to-day delivery of commissioned programmes, ensuring agreed milestones and deadlines are met.
- Collect evaluation data, maintain accurate records within CoachBright systems and produce programme impact reports using CoachBright templates and evaluation resources.

Relationship management

- Build positive, professional relationships with school, university and other programme partners.
- Act as the primary contact for commissioned programme partners throughout programme delivery period.
- Maintain effective communication with school staff, volunteers and your CoachBright contact throughout programme delivery.
- Work collaboratively with volunteers, school staff and CoachBright colleagues to ensure programmes run smoothly.
- Escalate safeguarding concerns to the CoachBright DSL, and operational issues and significant partner feedback to your named CoachBright contact.

Quality and collaboration

- Deliver programmes to CoachBright's expected standards of quality and professionalism.
- Complete all required safeguarding, data protection and induction requirements before programme delivery.
- Participate in quality assurance activities, programme debriefs and partner review meetings as agreed.
- Contribute ideas and feedback to help continuously improve CoachBright programmes.

Our Programmes

As an Associate Programme Lead, you may be commissioned to deliver one or more of CoachBright's programmes, depending on your experience, availability and the needs of our partner schools and universities.

Although each programme is different, all are designed to improve the confidence, independence and future opportunities of young people from underrepresented backgrounds through high quality coaching.



UniCoach:

Our **UniCoach** Programme trains university students to become academic coaches, supporting small groups of pupils to build their confidence, independence, resilience and academic progress.

As an Associate Programme Lead, you'll recruit, train and support university volunteers, build strong relationships with school and university partners, coordinate programme delivery and evaluate its impact.

A typical UniCoach programme features 20-30 pupils, and 5-10 undergraduates, and involves:

- 8-10 week delivery period
- Recruitment, training, and coordination of undergraduate volunteers
- Seven sessions at the school featuring all pupils and coaches, normally for one hour at the same time each week
- A graduation celebration event at a local university of the school
- An evaluation impact report
- Programme fee approx £2,850



Peer to Peer:

Our **Peer to Peer** Programme trains older pupils to become academic coaches for younger pupils, helping both groups to develop academically while building confidence, leadership and resilience.

As an Associate Programme Lead, you'll train pupil coaches, support the school throughout programme delivery, maintain the day-to-day relationship, oversee programme quality and evaluate its impact.

A typical Peer to Peer programme features 15 older pupils coaching one younger peer each (total cohort size of 30) and involves:

- 8-10 week delivery period
- Training session for older pupils (coaches)
- Seven sessions at the school featuring all 15 pairs, normally for one hour at the same time each week
- A graduation celebration event at a local university of the school
- An evaluation impact report
- Programme fee approx £700 - £1,900 (depending on number of sessions selected by partner)



LifeCycle:

Our **LifeCycle** programme provides one-to-one professional coaching for university students from underrepresented backgrounds, helping them navigate university life, develop key skills and achieve their personal and academic goals.

A typical LifeCycle programme features a cohort of 20-30 undergraduate students, who receive six 60-minute online coaching sessions, alongside three in-person workshops.

Depending on your qualifications and experience, you may either:

- **Deliver one-to-one coaching yourself** (for associates with recognised professional coaching qualifications); and/or
- **Coordinate a team of professional coaches**, managing programme delivery, partner relationships and evaluation.

Typical programme fee:

- Programme coordination and management only: approx £2,750
- Programme coordination & professional coaching: fee dependent on coaching experience and cohort size





Person Specification

What we are looking for

Essential:

- A genuine passion for improving life chances for young people from disadvantaged backgrounds and a commitment to CoachBright's mission and values.
- Experience delivering programmes, workshops, coaching, mentoring or training with children, young people or adults.
- Experience building positive, professional relationships with schools, universities or other partner organisations.
- Excellent organisational and time management skills, with the ability to plan ahead, manage competing priorities and consistently meet agreed deadlines.
- Demonstrable ability to work independently, exercise sound judgement and take responsibility for delivering high quality outcomes with minimal supervision.
- Comfortable working on a freelance basis, including managing your own workload, availability and invoicing arrangements.
- Strong written and verbal communication skills, with the ability to communicate confidently with a range of stakeholders.
- Confidence using digital systems to manage programmes, maintain accurate records and produce high quality written reports.
- Willingness and ability to travel independently to programme locations within your preferred geographical areas.
- Willingness to complete an Enhanced DBS check through CoachBright prior to programme delivery.

Desirable

- Experience recruiting, training or supporting volunteers.
- Experience collecting evaluation data and producing impact or evaluation reports.
- Previous experience working on a freelance or self-employed basis.
- Understanding of the barriers to social mobility, both nationally and in your region.
- Experience of partnership management or sales in an education context.
- An existing network of contacts in schools or universities, or a demonstrable ability to build one quickly.
- Access to a car for reaching schools in areas with fewer public transport options.

Key details

Contract Type

Associate Programme Lead (Freelance Contract for Services). You will be engaged as an independent contractor, not an employee of CoachBright.

Programme Fees

Associates are paid a fixed fee for each programme delivered. Programme fees vary depending on programme type and will always be agreed before work begins. An indication of typical programme fee is given above.

Programme Availability

Programme assignments are offered throughout the academic year as partner schools and universities confirm delivery. The number of programmes offered will vary depending on demand, your availability, and the geographical areas you are able to cover. While we cannot guarantee a minimum number of programme assignments, we are looking to build long term relationships with associates who consistently deliver excellent programmes.

Delivery Areas

Likely locations
Cornwall, Plymouth
Greater London, Hampshire, Sussex, Kent, Berkshire, Essex, Hertfordshire, and Milton Keynes
Merseyside, Greater Manchester, Lancashire, Cheshire, Staffordshire
Northumberland, Newcastle, Tyneside and Teesside

Support

Every Associate Programme Lead is supported by a named CoachBright colleague who provides programme oversight, quality assurance and operational support throughout each programme assignment.

Training

Successful applicants will complete a paid induction before delivering their first programme and will receive programme-specific training and resources where required.

**Safeguarding**

An Enhanced DBS check and safeguarding training are required before programme delivery begins.

Travel

The role is home-based with regular travel to partner schools and universities. Reasonable travel expenses will be reimbursed in line with CoachBright's Expenses Policy.

Insurance

Successful candidates will be covered by our insurance so will not need to source their own.



How to apply

Please send a CV and a brief covering letter answering the application questions below through the CharityJob portal.

We welcome applications on a rolling basis. Early applications are encouraged. There will be a one-stage interview via video meeting for shortlisted candidates, conducted over the months of July and August.

Application questions

1. Please state the geographical areas you are able to cover
2. Tell us about a time when you had to engage and build trust with a group of young people, including those who were facing challenges. What did you do, and what was the impact? (300 words max)
3. Describe an experience where you successfully built or maintained a relationship with a key stakeholder such as a school, university, or similar organisation. How did you manage the relationship independently, and what was the outcome? (300 words max)
4. Give an example of a project or programme you organised from start to finish. How did you plan it, what challenges did you face, and what was the result? (300 words max)
5. Tell us about a time when something didn't go to plan and you had to adapt quickly. What did you do and what was the outcome? (300 words max)
6. Tell us about your experience of working on a freelance or self-employed basis. How do you manage your own workload and priorities across multiple commitments, and what does your current availability look like? (200 words max)



Good luck, from Arthan and Luca at DSLV Academy!