

Making the Leap.

Role Title	Progressions Coach
Reporting to	Progressions Manager
Location	Kensal Green, London, and remotely. Currently three days a week in the office.
Working hours	Monday to Friday, 9.00am to 5.00pm
Salary	£36,750 per annum
Pension Scheme	10% contribution (5% non-contributory)
Closing Date	18 th October 2026

OVERVIEW

- To support the Progressions Manager and team in ensuring young people reach their potential by placing them into life-changing jobs and career opportunities
- To provide ongoing support and guidance to fellows who complete Making The Leap programmes

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

- The post holder must at all times carry out his/her duties with due regard to all Making The Leap's policies including Equal Opportunities, Health & Safety and Safeguarding
- To be part of the team to run Making The Leap
- To ensure those young people who complete eligible Making The Leap programmes receive good quality careers information, essential one-to-one, information and guidance and career support to match their individual needs
- To facilitate customised training sessions for Fellows and Associates
- To facilitate drop-in Job Search sessions as and when required
- To deliver CV and Application Form sessions for the young people to support their journey into work
- To identify and generate opportunities
- To ensure outcomes are kept up to date and recorded by initiating proactive communication with all Fellows
- To screen match and submit Fellows to opportunities generated and ensure that young people are fully prepared to give the best account of themselves at interviews
- To work within the team managing existing relationships with Making The Leap partners ensuring regular feedback is obtained and attend meetings as and when required
- To signpost and refer Fellows to external Training Providers and other provisions if required
- To ensure Fellows are contacted at regular intervals and to provide follow up support to the Fellows once in employment as and when required
- Provide progress/monitoring reports to Line Manager as requested
- To ensure that paper and computer records are effectively created, updated and maintained
- Any other administrative tasks that the Progressions Manager may reasonably require
- Participate in Making The Leap's promotional activities (including televisual, radio and written media) as requested
- Provide delivery cover on young adult workshops as and when required
- Any other duties within the general scope of the post

PERSON SPECIFICATION

Key Skills

- Strong communication, interpersonal and written skills
- Good listening skills
- Resilient
- Excellent telephone manner
- Reliability
- Good computer skills
- Self-motivated, energetic and able to use own initiative and enthusiasm to get the job done
- Professional approach to all tasks, flexible and self-demanding of excellence
- Excellent personal organisational skills

Abilities and Experience

- Ability to empathise with the young people we exist to serve
- Ability to work to and achieve targets
- Ability to identify, plan and prioritise own work
- Ability to work as part of a team and on own initiative
- Ability to work well under pressure
- Ability to maintain a professional image
- High level of personal motivation

If you wish to be considered, please apply via CharityJob with your CV and a covering letter explaining why you are interested in this position and why you want to work for Making The Leap. The covering letter is your opportunity to talk yourself into an interview: please use it.

***Please note: Any application that does not include a covering letter will not be considered.**

Due to the large number of applications we receive, we regret that only shortlisted candidates will be notified.