

Making the Leap.

Role Title	Youth Career Lead
Reporting to	Head of Delivery, Head of Educational Partnerships
Location	London
Working hours	Part-time, 3 days per week
Salary	£24,255 per annum (3 days per week, pro-rata £36,750)
Closing Date	15 th February 2025

OVERVIEW

- To deliver vital employability, character and soft skills Training to sixth form students who are on alternative/non-traditional career paths
- To be an important pillar of our young people's journey, interacting with them by providing ongoing support and follow-up contact during and on completion of our programmes

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

1. To deliver a structured soft skills programme to students within an educational setting who may be NEET or on alternative/non-traditional career paths
2. To build an ongoing relationship with the young people
3. To take responsibility for the management and development of each young person in your group
4. Support the role of Making The Leap (MTL) with young people's learning and contribute to meetings with Making The Leap and other stakeholders to provide constructive feedback on their progress
5. To provide reports and statistics, to draft and type documents, and distribute information as required
6. To attend programme briefing meetings
7. To work alongside MTL and the school to provide holistic support to the young people
8. To provide essential ongoing information, advice and support to students on a 1-2-1 basis within a Mentoring capacity
9. To capture specific impact data related to the programme and ensure that it is regularly updated
10. To support wider delivery to young adults as directed by the Head of Delivery
11. 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
12. To be part of the Making The Leap team to deliver the programme
13. MTL is committed to safeguarding and promoting the welfare of children and is also committed to following a policy of equal opportunities
14. You must be a UK resident or hold a full UK visa and be willing to complete a Disclosure Barring Service (DBS) check.

To be successful in this role you will:

- Have experience of engaging young people from less advantaged backgrounds and developing rapport with them
- Have the ability to manage challenging behaviour effectively and diffuse situations
- Be available to travel to various locations across London
- Display a professional, business approach or learning style when interacting with students
- Have excellent communication skills and be capable of working with the Making The Leap Team and all other stakeholders

- Possess the ability to work under pressure
- Be confident and passionate about working with young people with the ability to inspire and energise a group of young people
- Be empathetic with a non-judgmental disposition
- Clear understanding of the career pathways for young people
- Have the ability to follow instructions
- Ability to provide concise feedback
- Be flexible and adaptable to constantly changing environments
- Possess excellent interpersonal skills and be a great team player
- Be confident in using virtual platforms for delivery
- Be computer literate
- Professional standard of verbal and written English.

Young people from Black and other racialised minority backgrounds are overrepresented in the schools and pupil referral units we serve. We particularly welcome applications from those who could be seen as role models for these young people.

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.