

# Making the Leap.

Role Title	Youth Career Lead
Reporting to	Head of Delivery, Head of Educational Partnerships
Location	London
Working hours	Flexible and Part-time, up to 15 hours per week
Salary	£30 per hour

## The Role

The Youth Career Lead is responsible for delivering vital employability, character and soft skills Training to marginalised year 11 students who are in danger of not engaging in Education, Employment or Training. They are 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 PONSIBILITIES**

1. To deliver a structured soft skills programme to year 11 students who have behavioural and emotional challenges within a Pupil Referral Unit (PRU) and mainstream school setting
2. To provide essential ongoing mentoring support, information, advice and guidance on a 1-2-1 basis
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 build an ongoing relationship with the young people
6. To provide reports and statistics, to draft and type documents, and distribute information as required
7. To attend programme briefing meetings
8. To work alongside MTL, PRU and the school to provide holistic support to the young people
9. To capture specific impact data related to the programme and ensure that it is regularly updated
10. 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
11. To be part of the Making The Leap to deliver the programme
12. MTL is committed to safeguarding and promoting the welfare of children and is also committed to following a policy of equal opportunities
13. 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 disadvantaged backgrounds and developing rapport with them
- Have the ability to manage highly challenging behaviour effectively and diffuse situations
- Be available to travel to various PRU and school 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 by e-mail to Paola Contessi, [paola.contessi@mtl.org.uk](mailto:paola.contessi@mtl.org.uk) , 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.