

Making the Leap.

Role Title	Progression Officer
Reporting to	Head of Delivery
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	£30k to £35k per annum, depending on experience
Pension Scheme	8% contribution (5% non-contributory)

We are looking for a highly motivated individual to provide vital ongoing career development support to our programme beneficiaries.

Making The Leap is a small and innovative societal change charity that aims to make a big difference. From direct delivery, to advocacy and leadership, we refuse to stay in our lane and believe passionately that those we exist to serve have the right to be anything they want to be. To say that this is an exciting time for the organisation would be an understatement, as our incredible funders, donors, partners and supporters have given us the chance to move to the next level, and have further influence and delivery nationally.

The shared soul of the organisation is to be passionate about helping young people from less-advantaged backgrounds; build up other charities and community groups and want to partner with them or support them; want to work with businesses and organisations to get things done; and care deeply about addressing racial inequity generally (and anti-Blackness in particular). The people here work hard, are good at what they do, and for so many it is 'home', with an average tenure of 11 years. It's a nice environment to be in, friendly, flexible and one that gives you the reward of making a tangible difference in people's lives – it's great.

The organisation has a number of strands: core Making The Leap; the UK Social Mobility Awards; the Social Mobility Podcast and our brand new initiative Black Charity Leaders.

The Role

- To support the Head of Delivery 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
- Ensuring that all Making The Leap Fellows receive 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 surgeries
- To identify and generate opportunities
- To ensure outcomes are recorded by initiating proactive communication with all Fellows
- To screen match and submit Fellows to opportunities generated

- 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 sign post and refer Fellows to external Training Providers and other provisions if required
- To ensure Fellows are contacted at regular intervals and to provide Post Placement support of up to six months for those who have secured opportunities
- 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 Head of Delivery may reasonably require
- Participate in Making The Leap's promotional activities (including televisual, radio and written media) as requested
- Provide cover for the Career Coach as and when required
- Any other duties within the general scope of the post

If you wish to be considered, please apply by e-mail to Paola Contessi, 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.

***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.