

Making the Leap.

Role Title	Training Facilitator
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	£36,750 per annum
Pension Scheme	8% contribution (5% non-contributory)

We are seeking a dynamic and enthusiastic individual to facilitate group sessions aimed at helping young people from less advantaged backgrounds develop the 21st century skills they need to attain jobs in particular roles which offer career progression.

Making The Leap is an 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.

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

OVERVIEW

- To facilitate group sessions aimed at helping young people from less advantaged backgrounds develop the 21st century skills they need to attain jobs in particular roles which offer career progression
- To be a role model for young people who attend Making The Leap's programmes
- Supporting less advantaged young people by providing careers and general employment-related guidance

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

1. 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 Policy ensuring MTL's processes are followed.
2. To be part of a team to deliver Making The Leap's employment and social mobility projects
3. Deliver Making The Leap's job aspirational careers training course to young people
4. Ensure that all MTL Fellows receive essential one-to-one, information and guidance and career support to match their individual needs
5. To facilitate customised training sessions for Fellows and Associates
6. To ensure outcomes are recorded by initiating proactive communication with all Fellows
7. To work closely with the Employment and Progression Services Team to identify suitable candidates for submission to opportunities generated

8. To ensure that paper and computer records are effectively created, updated and maintained
9. Be responsible for completing any administration as required
10. Liaise with other Making The Leap staff and with any other relevant support services, with a view to effective signposting and referral
11. Participate in Making The Leap's promotional activities (including televisual, radio and written media) as requested
12. Be responsible for achieving minimum targets as set
13. Provide progress/monitoring reports to Line Manager as requested
14. To deliver Making The Leap programmes in secondary schools across London to prepare students for the world of work, as and when required
15. Any other duties within the general scope of the post.

PERSON SPECIFICATION

Key Skills

- Confidence
- Good verbal and written skills
- Good listening skills
- Reliability
- 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
- Strong negotiation skills

Abilities and Experience

- Ability to empathise with the young people we exist to serve
- Ability to follow a lesson plan
- Ability to identify, plan and prioritise own work
- Ability to work as part of a team and on own initiative
- Ability to maintain a professional image
- High level of personal motivation
- Ability to present to a large group

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.