



# Youth Employment Coach

**Area: Felixstowe**

**(Maternity Cover)**



# Hello!

Are you passionate about working with young people? If so this could be the role for you.

At Inspire, we're looking for a Youth Employment Coach to join our Youth Employment Service (YES) Team. YES is a 1:1 service for any young person (16 to 24 years) not engaged in education, employment or training (NEET). The service provides information, advice, signposting and practical support for any young person seeking information on employment, education and progression routes to help them into paid work, work placements, employment, voluntary work, education, apprenticeships and /or training.

## Our Mission

Inspire is a charity dedicated to helping young people discover their purpose and fulfil their potential. In 2024, over 7,000 young people turned to us for support, guidance, and opportunities.

Our mission is rooted in the belief that every young person deserves the chance to lead a confident and fulfilling life. That's why we focus on all aspects of wellbeing—mental, physical, emotional, and social—to equip young people with the tools and guidance they need to succeed.

To make that all possible, we have an eclectic mix of brilliant people working to do great things for others. We're committed to creating a supportive working environment where both our team and the young people we serve can thrive. We hope this pack gives you a better understanding of who we are!





# The role



**Title:** Youth Employment Coach

**Reports to:** Project Manager (Post-16)

**Area:** You will predominantly be working around the Felixstowe area.

**Contract:** Maternity cover

**Salary:** £23,809 - £27,036

**Hours of Work:** Full-time (37.5 hours per week)

**Driver's license and car is essential**

As a key player in our youth employment service, you'll provide invaluable support, advice, and resources, guiding them towards fulfilling opportunities in education, employment, and training.

# Key responsibilities

## **1. Rural Engagement**

Find innovative methods to connect with rural youth who face transport challenges, ensuring accessibility to our services beyond the main hub.

## **2. Labour Market Monitoring and Expertise**

Actively engage with external partners and local employers to maintain current and relevant Labour Market Information (LMI).

## **3. Delivering Guidance**

Deliver impartial Information, Advice, and Guidance (IAG), offering support in crafting CVs, navigating job searches, and preparing for interviews.

## **4. Outcome Driven Performance**

Proactively achieve KPIs, targeting 55% of young people placed into employment and 25% progressing to further training or education.

## **5. Stakeholder Relationship Management**

Serve as the primary point of contact for local youth, referral partners, and parents/guardians, fostering strong community relationships.

## **6. Diverse Youth Support**

Work with young people with diverse needs, tailoring assistance to address individual challenges and aspirations, including charity residential trips.

## **7. Workshop Delivery and Engagement**

Conduct 1-2-1 and group workshops, emphasising employability skills, job search techniques, and consistent engagement with a caseload.

## **8. Vacancy Matching**

Screen and match candidates with local job and training opportunities, as well as recruiting for internal programmes.

## **9. Caseload Management and Admin**

Efficiently manage a caseload of young participants, ensuring 100% engagement and progression and track progress through data entry via the VIEWS CRM system.

# The person profile



We're looking for someone to join our team and help drive our work with young people forwards - does this sound like you?

## **Essential:**

- Proven experience delivering Information, Advice, and Guidance (IAG).
- Previous recruitment experience or outward bound or direct delivery youth work, outreach or equivalent.
- Experience delivering employability skills training and workshops.
- Proven experience inputting various elements of data/experience in data entry.
- A good standard of education, including GCSEs (grade A-C in English).
- Enhanced DBS Certificate (this is essential as part of the role and can be undertaken if not already held).
- Full UK Driving License and access to own vehicle.
- Ability to inspire, engage, and build purposeful relationships with young people.
- Presentation and teaching skills.
- Good organisational skills and ability to work to deadlines.
- Self-motivated and target-driven.
- Admin experience.
- Willingness to work outside normal office hours when required.

## **Desirable:**

- Proven experience of supporting disadvantaged young people (NEET) into sustainable outcomes.
- Experience of sourcing a range of different pathways towards the labour market, tailored to young people's needs, aspirations and local Labour Market Information (LMI).
- Experience of working with organisations such as Job Centre Plus, SCC's Family Care Team, or educational institutions.
- Proven experience engaging and supporting neuro-divergent young people.
- Experience with data entry.
- Information, Advice, and Guidance (IAG) Level 4 or above.

# The benefits

Join our fantastic team at Inspire and enjoy a range of benefits to enhance your own well-being, improve your work-life balance and most importantly make a difference to the lives of the young people we work with. Here is what makes us a great place to work:

## **Career development:**

We invest in your future with access to training and opportunities for career advancement within the organisation.

## **Your birthday off!**

You will be awarded an additional day's leave to celebrate your birthday so you can enjoy your special day without having to worry about work.

## **Gifted leave:**

We understand the importance of quality time with loved ones and that is why we gift additional annual leave over the Christmas period to staff, allowing you to fully enjoy the festive break.

## **Annual leave accrual:**

We recognise and reward your commitment. The longer you stay, the more annual leave you will accrue (up to an additional 5 days) because your loyalty deserves to be celebrated.

## **Childcare support:**

We understand and recognise the importance of family and that's why we offer your children free places (aged between 5-11 years) at our holiday clubs, making it easier for you to balance your work and family life;

## **Uniform:**

We make sure you feel part of the team with a professional, high quality uniform provided at no cost to you.

## **Free parking:**

Enjoy the convenience of free car parking at all of our sites;

We believe in equality, diversity and inclusion. We are committed to welcoming, respecting and valuing people for who they are as individuals, learning from their differences, embracing their uniqueness, and providing a positive workplace for all.

Apply today as you will be making a real difference every day.



# How to apply

If you have the right skills and experience to fulfil this role, we'd love to hear from you! Inspire is committed to creating an inclusive and equitable workplace and we warmly welcome applications from individuals of all backgrounds.

**Applications to be submitted via Indeed with a covering letter and full CV. Closing dates for applications is Friday, 18th April 2025.**

We review every application carefully and, if we consider your profile a good match, we will contact you to invite you to take part in the interview process. The first part of the interview process will be a telephone interview and the second part of the process will be in the form of a formal interview including a session with young people.

Shortlisting and interviews will take place while the advertisement is live, which may mean the position is closed early if suitable candidates are found.



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