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## Job Description

# EMPLOYMENT COACH x2

x1 Midlands & x1 South

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Can you help Coach Core support more disadvantaged young people into jobs and onto a career pathway that is right for them?





At Coach Core, we believe in the power of diverse perspectives. If you come from a different industry or background and bring fresh insights, innovative thinking, and a commitment to our mission, we encourage you to apply, regardless of not meeting all the criteria.



# About us

The Coach Core Foundation is on a mission to change lives and break barriers through the power of community sports apprenticeships. As a social mobility charity, we're all about creating opportunities and inspiring young adults across the UK. We're not just changing lives; we're creating a superhero squad of diverse role models who go on to make a positive impact in their own communities through sports and physical activity.

Picture this: we're like the ultimate springboard into a new career pathway, propelling young people, employers, and sector partners into an exciting journey of transformation. Together, we'll create a truly life-changing program that leaves a lasting impact.

In Spring 2021, we launched an epic, ambitious 3-year strategy:

- Growth: We're expanding our locations and employers by 25%!
- We're diversifying our funding by 15%, tapping into new sources to fuel our mission.
- Learners: We're surpassing the incredible milestone of 1000 learners and enhancing their diversity like never before.
- Ripple Effect: We're creating 150,000 new coaching sessions that will lead to 2.5 million community interactions.
- Social Return on Investment (SROI) : We'll understand the SROI of Coach Core and amplify the voice of our incredible young people.

We're searching for extraordinary individuals who can join our team and help us achieve these strategic targets, and bring the Coach Core offer to more young people than ever before.







## What staff say

**100% of staff agree or strongly agree that:**

- *they are proud to work for Coach Core*
- *Coach Core cares about its employees*
- *they would recommend Coach Core as a great place to work!*

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*I have only worked for CCF for a very short time but so far everyone has been incredibly friendly, supportive and welcoming. It is a lovely environment to work in where employees are trusted to manage their own time and work towards goals rather than a pressure environment. I could not feel happier having taken this role and am really excited to get stuck into some bigger projects going forward.*



# About the role

The purpose of the Employment Coach is to:

- **Establish & maintain a pipeline of employers and young people for our programmes:** establish a thriving pipeline of employers and young people flowing into our incredible programmes. You'll be connecting talented individuals with employers and paving the way for their success.
- **Develop our strategic relationships with regional/local partners:** You'll use your people skills to forge strong connections with regional and local partners, agencies, and other allies.
- **Be a constant representative of CCF 'on the ground' across your region:** You'll be the face of Coach Core, spreading the message across your region. You'll carry our mission with pride, connecting with communities, and inspiring young people, employers and partners to embark on their life-changing journeys.



# About the role

## THE TEAM

We are currently recruiting for two Employment Coaches: one in the Midlands and one in the South, to form a team of three who will cover our three regions in England\* - North, Midlands & South (see map).

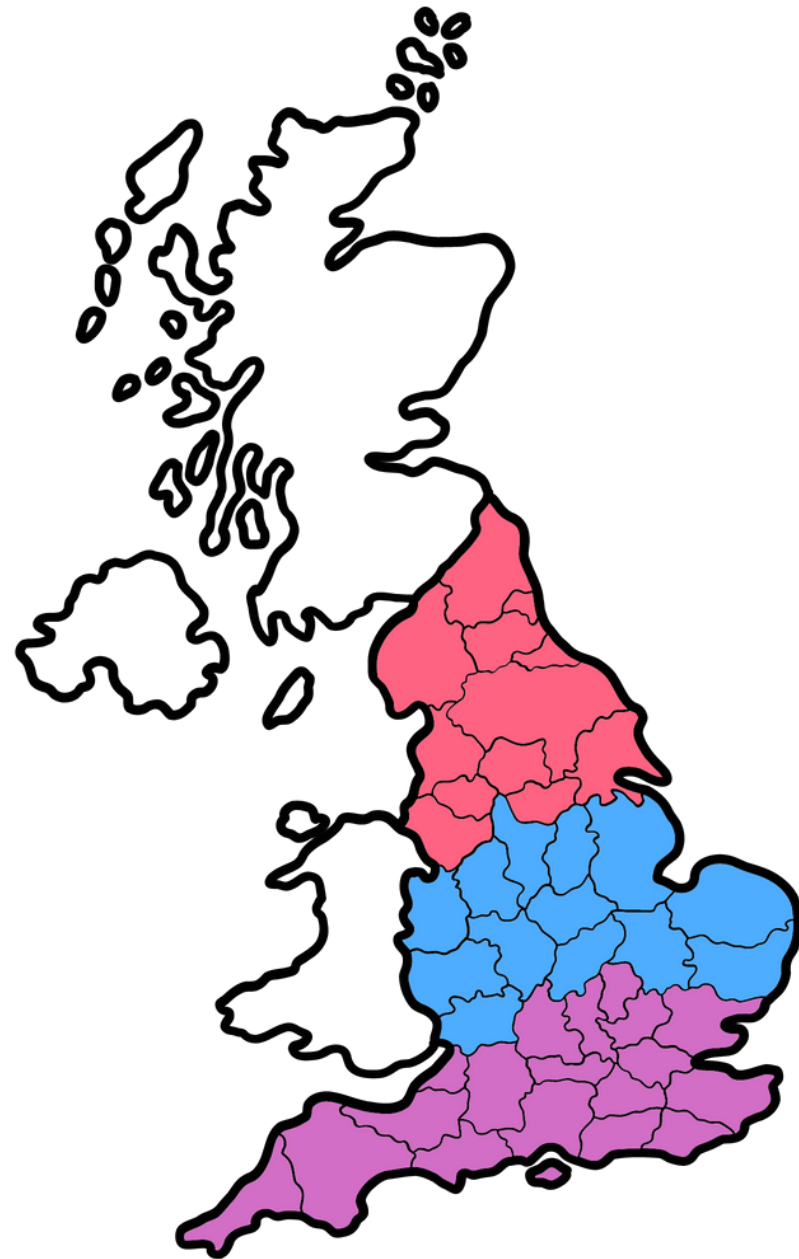
## LOCATIONS

**North (in post)** - extensive travel across the Midlands (North East, North West, Yorkshire & Humberside).

**Midlands (vacant)** - extensive travel across the Midlands (East & West Midlands and East) will be required. 'Hot desking' arrangements may be made available for you.

**South (vacant)** - extensive travel across the South (London, South East & South West) will be required. 'Hot desking' arrangements may be made available for you.

*\*Employment Coaches may be asked to support our work across the UK including Wales, Scotland and Northern Ireland*





# About the role

## As an Employment Coach your role will involve:

- Diving into the heart of your area and engage with employers, uncovering their workforce requirements and supporting them with tailored solutions.
- Using your networking skills to cultivate the Coach Core Employer network across your region. With frequent stakeholder meetings, conversations, and event management, you'll forge strong connections!
- Working closely with CIMSPA and other governing organisations to position CCF. Together, we'll deliver against local and national skills strategies, like Sport England's 'Uniting the Movement' strategy.
- Joining forces with local partners, charities, and services to increase the number of targeted young people applying to our programs. Using a dynamic blend of digital, online, and in-person strategies, you'll be at the heart of our recruitment, attracting the brightest young talents!
- Working closely with employers, partners, and services, ensuring the smooth recruitment, onboarding, and development of each young person.
- Seeking training, mentoring, and support solutions tailored to each programme and Coach Core. With your problem-solving skills, you'll find the perfect solutions to empower our employers and young people!
- Being the main point of contact in your region. You'll handle all the enquiries linked to programmes across your area. With your exceptional communication skills, you'll guide potential employers, young people and partners through their journeys!
- Elevating the profile of our work. By attending relevant events, seminars, and training, you'll shine the spotlight on our amazing initiatives. Plus, you'll proactively connect and collaborate with influential figures who can support our mission.
- Providing valuable feedback to the wider CCF team. By analysing common sources of issues and questions from the employer and partner network, you'll help us continuously improve and be even more super!

## HOURS

37.5 hours per week

## LOCATION

Midlands: extensive travel across the Midlands (East & West Midlands and East) will be required. 'Hot desking' arrangements may be made available for you.

South: extensive travel across the South (London, South East & South West) will be required. 'Hot desking' arrangements may be made available for you.

## CONTRACT

24-month fixed term. Potential for a permanent role at the end of the term. Fully funded higher level apprenticeship available if desired and/or appropriate.

## SALARY

£28,125 per year



# About you

CCF staff must be passionate about the power of sport and the potential of young people. As a small team, it is vital you are hard-working, organised, trustworthy and able to roll your sleeves up to support others too.

## Key professional skills:

- You have the incredible ability to initiate, manage, and develop relationships with both young people and employers/stakeholders. Connecting with individuals, building trust and inspiring them to embark on life-changing journeys together.
- You need to have a strong understanding of people development, enabling you to unlock the potential of individuals. This could come from working in sports for social change or sports development for 2-3 years, being an experienced coach for job readiness and employment, or having experience in the youth and community sector OR another industry.
- You're a natural when it comes to working with a diverse range of stakeholders. Building relationships, influencing others, preparing reports, and leading events and meetings are all in your locker.
- You possess excellent research skills that enable you to identify trends, patterns, and opportunities.
- Organised: As part of a small remote team, it is important that you are diligent, dedicated, and able to manage your workload effectively. Being organised will help us stay on top of tasks and deliver results efficiently.
- Digital Proficiency: Comfort and proficiency in using software and technology for various tasks, such as documenting, evidencing, and conducting daily operations.





# About you

## Key characteristics

- Self-motivation – you take independent action to fulfil work tasks and drive new opportunities.
- Tenacity and resilience - you will constantly strive to always better the young people we support, and you will continue to think innovatively and positively to find the right solutions and outcomes.
- You possess the ability to prioritise tasks and escalate when necessary. You have a systematic approach to workload planning and project management, but you're also wise enough to recognise when you need support from others.
- Your questioning and listening skills are on another level. You truly listen, challenge, and reflect on the task at hand, ensuring that you're always striving to find the right outcomes for everyone involved.
- Proactive: You're solution-focused thinking. Taking the initiative and finding solutions, whether individually or as part of a team.
- Your commitment to due diligence and high-quality standards is unparalleled. You take immense pride in your work, ensuring that all reporting and information provided is accurate, presentable, and of the highest quality.
- You're fueled by ambition, drive, and determination. Just like our young people, you're all about progression and development. You exude enthusiasm and ambition, serving as a brilliant role model for others to follow.

## Preferred (but not essential):

- Possessing a UK driving license and having access to your own vehicle would be a bonus.

# Benefits package

- Competitive salary with a clear salary scale for progression available.
- 4% matched employer pension scheme.
- Flexible working with 25 days holiday (plus UK statutory/bank holidays).
- Expenses paid for any UK travel for CCF purposes.
- Death in service cover and employment insurance as standard.
- CPD budget and a commitment to aid your development and ambitions whenever possible.
- Showers / secure cycling facility as part of our inspiring head office at The Oval Cricket Ground





# How to apply

## Application Details:

Email [info@coachcore.org.uk](mailto:info@coachcore.org.uk) with 'Employment Coach Applicant' as the subject line. Please include your C.V and either a covering letter or link to a 5-minute video telling us about your suitability for the role.

## Closing Date:

10:00am, Friday 8th September

## Next Steps:

In-person recruitment event (Central London), 21st September, 10.30am-3pm (please hold this date in your diary if applying).

## Safeguarding and equality statement:

Coach Core is committed to safeguarding the welfare of our apprentices, their employers, our partners, and the communities in which each of these operate. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

We take an open and equitable approach to recruitment, seeking to attract candidates with the right skills and experiences over anything else. A copy of our equality and diversity, and safeguarding policies are available on request.





A Charitable Incorporated Organisation registered in England, Scotland, Wales and Northern Ireland.  
Registered Charity, number 1186782

**Chief Executive Officer:** Gary Laybourne

**Chairman:** Edward Wray

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