

# Apprenticeships Coach

Resurgo Trust

# About us

## Who we are?

Resurgo means to rise up again. It describes our belief in the unbelievable difference we can all make in the world around us when we work together. By connecting our creativity, talents and resources we can move mountains to create a greater society together.

Resurgo's initiatives are **Spear**, an award-winning programme helping young unemployed people into work or education, **Resurgo Ventures**, supporting emerging social entrepreneurs to make a positive impact on society and **Resurgo Consulting**, providing coaching services to organisations to increase trust and improve outcomes.

## Our Impact

We work with those who most need help- 89% have at least one indicator of disadvantage.

Over 75% of completers are still in work a year later.

In 2016 we were listed as one of the UK's Best Workplaces in the 'Great Place to Work' Awards.

In 2017 we won the Princess Royal Training Awards which honours employers that have created outstanding training and skills development programmes.



# ***Are you an experienced coach with a passion to help young people reach their potential through Apprenticeships?***

**Building on our market-leading approach to helping young people from disadvantaged backgrounds into sustained employment through Spear, Resurgo have embarked on an Apprenticeships Project to further increase our impact.**

In this pilot phase of the project, you will be supporting the Project Leader to refine and develop the curriculum and delivery model, and will be working directly with the apprentices to deliver programmes in Customer Service (Level 2) and Business Administration (Level 3), alongside Functional Skills for those who need it. Your dynamic and engaging coaching style will empower the apprentices to overcome barriers and to successfully begin their careers.

*This post is funded by Access – the Foundation for Social Investment*

# Responsibilities

## Support development of our model

- Work closely with the Apprenticeship Project Leader to refine and develop the Apprenticeship curricula and resources
- Support the Apprenticeship Project Leader to implement systems for data and information management

## Recruitment of Apprentices

- Support the Corporate Partnerships team and Apprenticeships Project Leader in the selection of appropriate young people to fill apprenticeship vacancies, to include direct contact with the applicants over the phone and face to face

## Delivery of Apprenticeships Coaching

- Deliver tailored Apprenticeship coaching in 1-1 and group settings, to prepare the apprentices to meet the relevant Apprenticeship Standard by the end of their chosen programme
- Deliver Functional Skills coaching in English and Maths up to a Level 2 standard
- Conduct regular reviews with each apprentice and their line manager, using coaching techniques to encourage and stretch the young person in their development
- Document apprentice progress accurately using our information management system

## Ongoing support of Apprentices

- Support apprentices through the Initial Assessment process, offering suitable information and advice and guidance to ensure they start their programme well
- Create and implement a system for supporting apprentices with difficulties they may face outside of work, such as difficulties with finances, housing and health

# Person Specification

- Ability to personally represent the Christian values of Resurgo
- Passionate about helping young people from disadvantaged backgrounds benefit from the Apprenticeship Levy and Resurgo's coaching expertise
- Dynamic and engaging coach with a minimum of one years' experience in training and development design and delivery
- Experience of teaching Maths and English at Levels 1 and 2 would make you an ideal candidate for this role
- Experience of working in either customer service or business administration
- Excellent communication skills and telephone manner
- Effective interpersonal skills and high emotional intelligence
- Ability to lead others effectively
- Exercises initiative, highly self-motivated and a forward planner
- Excellent administration and organisational skills with an eye for detail and good time management skills
- Works well under pressure and meets deadlines
- Microsoft Word, Outlook, Excel, Access and PowerPoint competent
- Accurate and efficient in typing and work methods
- Please note, you will either need to hold, or be willing to work towards the following qualification: *EAT Level 3 (Education and Training Award)*

# Working Requirements

- 18 month fixed-term contract, full time with potential to be renewed.
- Occasional evenings and charity or team building events outside of hours as required by the role
- Occasional staff development and training events
- Participating in the wider staff team including taking an active part in weekly staff and prayer meetings and key events such as the residential staff conference
- A DBS check will be requested in the event of a job offer

# Additional Information

## Salary & Benefits

- £26,000 - £28,500 (dependent on experience)
- Pension scheme: 3% employer contribution
- 25 days holiday plus bank holidays (pro rata)
- Christmas 'gift days'- office is shut between Christmas and New Year
- Attendance on 'Coaching for Leadership' course- iLM accredited 5 day programme of coaching training over 2 months (valued at £2,500).
- Annual Summer and Christmas Conferences (one residential) which include, teaching, worship, delicious food and country walks.
- Employee Assistance programme: a confidential support service for employees
- Ability to take advantage of Give as you Earn (GAYE)

## How to Apply

Please complete the application form on our website [www.resurgo.org.uk/resurgo/work-with-us](http://www.resurgo.org.uk/resurgo/work-with-us) and submit it with your CV to [recruitment@resurgo.org.uk](mailto:recruitment@resurgo.org.uk)

## Recruitment Timetable

### Deadline for applications:

*We may conduct interviews during the application phase so would encourage you to submit an application as soon as possible*

## Queries

If you wish to have an informal discussion about the role, please email the People and Culture team ([recruitment@resurgo.org.uk](mailto:recruitment@resurgo.org.uk)) to arrange a time.