



Job Description – Sessional Work It Out Coach

Reporting to: Services Manager

Location: Home based with occasional visits to London office

Salary: Sessional work paid at £48 per coaching session and per hour for meeting time

Overview

Young Women's Trust is in an ambitious new phase, looking to grow its scope and influence in order to campaign for economic justice for all young women and support one million young women currently living on low or no pay.

We are looking for additional sessional coaches to join our team providing telephone/online coaching to young women. Work It Out is a free and flexible coaching service co-designed with young women. The service does not have traditional opening hours and we are keen to engage coaches who have some flexibility in terms of offering coaching at weekends or in evenings as well as weekday day times.

We are seeking professional, qualified coaches with experience in using a solution focused approach. We are looking to recruit coaches who have some experience working with vulnerable/marginalised communities.

Key Activity

- To provide coaching using agreed YWT model, primarily delivering coaching via telephone, occasionally via WhatsApp, text message, email or Skype
- To arrange and co-ordinate coaching sessions with young women directly, offering a range of session times across weekdays, evening and weekends
- To maintain client records using YWT's systems, (including Salesforce, Sharepoint & Outlook), ensuring that records are completed, accurate and kept up to date
- To attend & participate in regular team meetings and supervision (most of these happen remotely)
- To deliver the service within YWT's agreed policies and procedures
- To make appropriate assessments in relation to safeguarding issues, and to follow YWT's policies accordingly
- To keep in regular contact with the services team at YWT
- To contribute to the development of the service
- To undertake any other appropriate activities in the interest of delivering a high-quality service to young women
- Occasionally to represent YWT at events to promote Work It Out

Skills & Experience

- Coaching qualification from a recognised training provider e.g. Degree or Diploma in Coaching
- Experience of coaching young people
- Knowledge and experience of using a solution focused approach
- An understanding of the challenges faced by young women particularly those furthest from power - e.g. migrant/refugee women, young mums, young women with disabilities, young women with experience of the care system, young women with experience of the criminal justice system.
- Experience of working in a services team, preferably within the public or voluntary sector
- Strong interpersonal skills with an ability to build rapport with a range of young women from diverse backgrounds
- Proficient in using Microsoft programmes and a familiarity with and/or willingness to use online databases
- Willing to use technology in the interest of increased efficiency
- Willing to take a flexible approach to service delivery, within agreed boundaries
- An understanding of working with an intersectional approach

Other

- Able to work at home in a secure and confidential location
- DBS check will be carried out
- Required to have professional indemnity insurance up to £250K
- We are interested in people who have availability to regularly support young women – ideally a minimum of 10 hours a week

Young Women's Trust strives to be an inclusive and representative organisation. We are particularly interested in receiving applications from people of colour, people with disabilities and people from low income backgrounds.

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