



# St Basils

## Progression Coordinator - Coventry

Applicant Information Pack

Closing Date: Tuesday 11<sup>th</sup> February 2020

Interview Date: TBC



St Basils  
Psychologically  
Informed  
Environments





## Our Mission

St Basils *works* with young people to:

- Enable them to find and keep a home
- Develop their confidence, skills and opportunities
- Prevent youth homelessness

## Our Vision

Our vision for all young people is that:

- Homelessness is not part of their experience of growing up
- There are integrated education, employment and housing pathways
- They are able to access the support and development opportunities they need to secure their futures and realise their potential

Our vision for St Basils is that:

- By 2022 we will be the leading provider of accommodation, support and psychologically informed services for young people across the West Midlands.
- Our service developments will include:
  - Increasing our bed spaces outside Birmingham and growing our services in new areas
  - a nationally renowned centre of excellence for young people with complex needs
  - extending our service offer to Care Leavers
  - additional Live and Work schemes for young people engaged in education, training and work
- We will be the national lead for:
  - Psychologically informed consultancy, training and reflective practice services
  - Youth Voice engagement and support

## ABOUT US

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St Basils works with young people aged 16–25 who are homeless or at risk of homelessness, helping over 5000 young people per year across the West Midlands region with specific services in Birmingham, Sandwell, Solihull, Walsall, Warwickshire, Worcestershire, the Wyre Forest and Coventry.

Every year over 1200 young people are housed in our 33 supported accommodation schemes, which for some young people includes their young children as well. We have a range of prevention, accommodation and support services to help young people regain the stability they need to rebuild their lives, gain skills, training and employment and move on. The aim is to help them successfully break the 'cycle of homelessness' so that they can go on to experience a bright, fulfilling future and never return to a state where they are at risk of homelessness again.

St Basils also works with young people and partners on a national basis (funded separately). We facilitate the National Youth Reference Group and the Youth Homeless Parliament, we are part of the national End Youth Homelessness Alliance and we are working to roll out our 'Positive Pathway' model nationwide.

### HERE ARE THE LATEST STATS ON OUR SERVICES:

During April 2017 - March 2018:

**4570**

young people were provided with advice and support services

**89%**

prevented from being homeless

**1577**

were housed by St Basils. 91% moved on in planned positive way

**187**

young people and their families were supported by our family mediation service which aims to prevent youth homelessness; 82% of those young people were able to return to or remain in the family home as a result

**99%**

of young people surveyed said they were satisfied with St Basils' Landlord Services

**98%**

surveyed said they were satisfied with our support services

*"You often hear the phrase that Birmingham is Britain's second city but in my view we should be proud of the fact you are Britain's first city when it comes to care for vulnerable homeless young people". "No-one else is doing it as well as St Basils." – HRH The Duke of Cambridge*

On behalf of St Basils, may I take this opportunity to thank you for your interest in working with us.

You are looking to join us at a very exciting time in our development - St Basils has grown and developed services in response to ever changing needs and a better understanding of what works. This is a continuing dynamic process and we are the largest organisation of our kind. Our focus is on young people and our first principle is 'young people first', closely followed by 'everybody counts'. Each of us is expected to live up to those and our five other key principles and to make our contribution in delivering and improving our services.



Here at St Basils, we are a multi-talented, diverse team. We are proud of our diversity and are keen to nurture our broad range of skills and talents within a framework of principles, which will inform our judgments. We have expectations and hopes that if you are successful, you will give of your best and commit to continuous improvement for yourself and the agency. In return, we will do our best to provide a fair and developmental working environment.

We want to ensure that if you are successful, you settle into St Basils and your new role as quickly as possible - you will have a specific and important part to play in ensuring that the agency achieves its business goals. You will be joining an organisation with a real opportunity to make a difference to the lives of our young people!

I hope that you find this information pack informative and helpful throughout the application process.

Yours Sincerely,

Mrs Jean Templeton  
Chief Executive - St Basils

## ABOUT THE ROLE - *Progression Coordinator*

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Young people tell us that Progression Coordinators need to genuinely care about them and their futures, go the extra mile, be reliable, friendly and able to relate to them and their problems.

Many of our young people have not had the best start in life and face significant challenges in securing a positive future – they need support to make progress and achieve their aspirations especially around employability. As a Progression Coordinator, you will lead a team of Progression Coaches, ensuring that they do their best to help to inspire our young people to make progress and achieve their goals and ambitions.

Using a social pedagogy approach (head, heart and hands), you will work holistically with your young people, having regular contact with them and keeping a close eye on their progress.

At St Basils, Progression Coordinators work in supported accommodation based settings and also provide floating support for young people in their own tenancies across the West Midlands. Ability to work as part of a team is essential, as well as preparedness to work outside normal office hours.

If you have these qualities, are able to engage with young people and feel able to make a positive difference to their lives we would be delighted to receive your application.



## JOB DESCRIPTION AND PERSON SPECIFICATION - *Progression Coordinator*

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JOB TITLE	Progression Coordinator
REPORTS TO	Team Leader
HOURS	37.5 Hours Per Week (Full Time)
SALARY	Scale 6 Point 26–28, £22,376 – £23,873 per annum pro rata
BASED FROM	Coventry

### PURPOSE OF THE ROLE

- Working with young people to enable them to develop their life skills and the confidence to access opportunities enabling them to make a successful transition into independence, in compliance with organisational policies and contractual expectations.
- To inspire young people to make progress and achieve their ambitions and potential.
- To support young people to identify their strengths and aspirations.
- To co-produce the plans and the actions required to make them a reality.

### PRIMARY RESPONSIBILITIES

#### MAIN DUTIES

- To lead and participate in the delivery of services to young people
- To develop and deliver life and social skills programmes in individual and group work settings and facilitate the participation of young people in their support plans.
- To support young people to make their voices heard and enable them to participate and in the management of the service
- To support young peoples' engagement with work and learning, develop positive family and other support networks, assist young people to maintain accommodation and to provide support to access emergency accommodation in crisis.
- To ensure benefit claims are made and maintained in order to maximise young peoples' income and to organise and accompany young people to appointments as appropriate.

GENERAL	<ul style="list-style-type: none"> <li>• To maintain a positive working relationship with partners and funding bodies and to attend professional forum meetings and promote partnership working with other providers to meet the needs of young people.</li> <li>• Contribute to the preparation of financial budgets and maintain and control expenditure within those budgets for all services in accordance with financial procedures and in conjunction with appropriate officers.</li> <li>• To take responsibility for their own self development and ensure that their knowledge and information is current and relevant.</li> <li>• To support the work of the Fundraising Department and, wherever possible, be involved in Fundraising Events.</li> <li>• St Basils is a Psychologically Informed Environment (PIE). PIE is an approach to supporting people out of homelessness, particularly those that have experienced complex trauma. St Basils provides a programme of PIE training and reflective practice to help staff understand the behaviours of the young people that we work with and help staff to work more creatively and constructively with challenging behaviours.</li> <li>• You should actively engage with St Basils PIE programme and all events and activities that you are required to attend.</li> <li>• You should actively engage with St Basils PIE programme and lead on the development, monitoring and review of St Basil' s implementation plan.</li> <li>• You should champion St Basils PIE programme and encourage others to become champions too.</li> </ul>
ESSENTIAL RECORD KEEPING	<ul style="list-style-type: none"> <li>• Ensure young people' s files, reports, support plans and other documents are accurate, kept up to date and that confidentiality is maintained.</li> <li>• Ensure all information relating to services are accurate and up-to-date</li> <li>• Provide appropriate reports, etc., as required by line manager and others.</li> <li>• To compile and produce statistical data, returns and information for internal and external audiences by the use of a variety of software packages including Microsoft Word, PowerPoint and Excel.</li> <li>• Maintain accurate records of progress towards the achievement of agreed goals for service</li> <li>• Follow &amp; promote all policies and procedures at all times</li> </ul>
HEALTH & SAFETY	<ul style="list-style-type: none"> <li>• Follow &amp; promote all policies and procedures at all times</li> <li>• Ensure that Health &amp; Safety regulations are met and that Fire regulations, risk assessment and behavior management procedures are adhered to at all times</li> <li>• To be responsible for your own health and safety whilst at work, and the health and safety of any other employees or visitors.</li> </ul>
LEADING THE TEAM	<ul style="list-style-type: none"> <li>• To develop a cohesive and effective staff team</li> <li>• To induct, supervise and performance manage Progression Coaches, Housing Management Workers, Volunteers, Students and Trainees.</li> <li>• To work as part of a team, providing cover for colleagues as required by the line manager and to participate in providing on call system and duty cover. This will include working anti-social hours in order to be accessible to young people and to ensure necessary staff cover.</li> <li>• Lead and contribute to team meetings</li> <li>• Advise the management team of any concerns, changes or supplementary services needed</li> <li>• To deputise for the Youth Services Manager as appropriate</li> </ul>

	<ul style="list-style-type: none"><li>• To monitor service delivery and identify gaps or areas of improvement and provide detailed findings to the Youth Services Manager</li><li>• Be supportive and respectful to colleagues and management</li></ul>
<b>CONFIDENTIALITY</b>	<ul style="list-style-type: none"><li>• Confidentiality is of the utmost importance and must be maintained at all times</li></ul>



## PERSON SPECIFICATION - *Progression Coordinator*

Qualifications	Essential	Desirable
NVQ 4 Advice & Guidance, Care or equivalent or working towards Youth Work, Social Work, or equivalent	✓	
Role Experience	Essential	Desirable
Experience of working within the following areas: Youth Work, Residential or Social Work, Probation/Criminal justice, Community Work, Education and Training, housing or support work.	✓	
Experience of working with and delivering a service through payments by outcomes PBO or PBR.	✓	
Knowledge	Essential	Desirable
Up to date knowledge of welfare rights and relevant legislation. Up to date knowledge of housing legislation	✓	
Skills	Essential	Desirable
Able to supervise and performance manage staff.	✓	
Able to plan and organise own work and that of others.	✓	
Able to carry out calculations and understand budgets.	✓	
Able to motivate and lead a team.	✓	
Proficient user of Microsoft Office	✓	
Working knowledge of current IT and databases	✓	
Able to communicate effectively with a diverse range of people using appropriate media.	✓	
Able to resolve incidents quickly and calmly and provide leadership when necessary.	✓	
Motivation	Essential	Desirable
Commitment to ideas of the organisation	✓	
To have a positive and can do attitude	✓	
Commitment to task and to the ideas of the organisation	✓	
Self-Reliance	✓	
Stress tolerance	✓	
Shows consistent integrity, trust and fairness and embraces equality and diversity	✓	

### CONDITIONS OF EMPLOYMENT

Wherever you are initially based, it must be recognised that the company reserves the right, giving reasonable notice, to re-locate the post holder, dependent on the requirements of the organisation, at any time. All employees MUST abide by the Terms and Conditions as per their contract and Equal Opportunities & Diversity Policy document.

<b>HOURS OF WORK / LUNCH BREAK:</b>	37.5 per week, which excludes half hour for lunch. Evening / weekend work is required and will be compensated with time off in Lieu in negotiation with Line Manager.
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<b>HOLIDAYS:</b>	28 days per annum, plus 8 Statutory Bank holidays per annum, pro rata
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St Basils is dedicated to safeguarding all of our young people, and expects all staff and volunteers to share this dedication. Applicants must be able to undertake a DBS check and provide a satisfactory certificate if offered a role.