

Progressions Officer (North)

[Application Form](#)

Salary: £30,000 FTE

Contract: Permanent

0.6 (3 days per week proposed days Tues, Wed, Thurs)

Location: Based in Leeds City Centre, with working from home days

Any travel outside Leeds will be covered

Reports to: Regional Programme Lead (North)

[Well Grounded](#) runs a series of specialty coffee training academies across the country, which connects people looking for work with sustainable careers in the coffee industry. We are looking for a motivated and passionate individual to join our team, with great training and organisational skills.

This is a great opportunity to work for a growing social enterprise, ambitious about making a real difference to the lives of people in our local community. This is an ideal role for someone who wants to work in a fast paced, cause-driven dynamic environment and get a diverse range of opportunities across social enterprise. You will be highly organised, with strong attention to detail, and the sort of person who gains satisfaction from juggling multiple priorities and staying on top of administrative tasks. You must thrive in a busy environment and be excited about working for an agile and passionate social enterprise.

About The Role

As the Progressions Officer you will work closely with the Regional Programme Lead in the Leeds area, taking care of programme related administration, delivery of training, and supporting the progression of individuals from recruitment through to employment. You will assist with 1-2-1 mentorship and employability training, ensuring trainees are supported and

nurtured through training. You will support the Programme Lead to engage and recruit trainees onto our programmes working in partnership with the local community, and in ensuring trainees successfully complete their work placements. You will support wider organisational tasks such as communicating with trainees, ensuring monitoring forms are completed and keeping our internal systems up to date with trainee information. Safeguarding, monitoring and reporting are essential to this role.

We want to meet the right person for the organisations' plans for the future and support you to grow and develop based on your strengths. Most importantly you will have a strong conviction in the potential of all people to achieve their goals, using your emotional resilience to support potentially vulnerable adults on a regular basis.

Perks

- Free coffee
- Scope to take real ownership in a fast-growing social enterprise
- Strong commitment to professional development with a dedicated training budget
- Annual performance and pay progression reviews every 6 months
- Up to 3% pension contribution
- 25 days annual leave plus 8 bank holidays, 3 days between Christmas and New Year [Pro-rata]
- Employee Assistance Programme offering free counselling
- Work phone and laptop

Key tasks:

- To support with employability training and mentorship of trainees (including CV coaching and interview preparation)
- To efficiently and professionally manage inbound enquiries and communicate effectively with Well Grounded trainees and colleagues

- To complete all required data capture and input for funding and internal learner management, including use of the Aptem learning platform
- To input and maintain monitoring and evaluation information, attendance, personal development, outcomes and sustainment and to produce reports as required
- To support the recruitment of trainees onto our various coffee training programmes through a range of means, including attending recruitment events, conducting calls, and running assessment days
- To ensure trainees are supported on and through programmes
- To support the programme coordination of regional training programmes
- To lead on project administration tasks working closely with the Programme Lead
- To lead on administrative tasks such as mailing lists, Eventbrite invitations and other ad-hoc tasks as required
- To lead on the promotion of Well Grounded to potential trainees and clients
- To be an Ambassador for Well Grounded, attending recruitment and partner-related events
- To attend staff meetings to ensure all staff are kept up to date

There is lots of scope for the candidate to grow in the organisation and take on more responsibilities. We want to support you to thrive.

Job specification

Essential

- Completing administrative tasks, including the use of excel and word or alternatives.
- Experience of delivering training, coaching, mentoring, or teaching to groups
- Managing or co-ordinating projects or events (personally, study, or work)
- Experience of working and communicating with a wide range of people (study, work, personally)
- Advanced written and verbal communication skills

Approach

- An ability to work collaboratively, taking and incorporating feedback
- A commitment to social impact and a belief in supporting everyone to reach their full potential
- Excellent communication skills and an ability to communicate with a range of people from different backgrounds
- An ability to organise and be self-motivated
- A calm approach to problems and an ability to use initiative to find solutions
- An interest or knowledge of coffee

Desirable:

- Experience of working in the charity/third sector, OR with young people, OR in employability programmes/provision
- At least a GCSE level literacy and numeracy or equivalent
- Working, studying, communicating or volunteering with vulnerable/disadvantaged young people or adults.

About Well Grounded Training

We are a growing social enterprise, so expect a fast paced, cause-driven and dynamic working environment, as well as one with great opportunity for your own growth and development.

To apply:

In addition to a CV, please tell us. In video format, or through a cover letter:

What do you want to bring to the role and what excites you about working for Well Grounded?

We encourage applications from all backgrounds, communities and industries, and are committed to having a team that is made up of diverse skills, experiences and abilities. Your video or cover letter can be uploaded at the relevant point in the application form.

Applications close at 23:59 on Sunday 5th October. Please note, telephone interviews are planned for the week of 6th October, with in-person final round interviews week-commencing 13th October.

Further questions:

If you have any questions please do not hesitate to contact Matthew Lewendon by email at matthew@wellgrounded.org

Also, take a look at:

Website: <https://www.wellgrounded.org/>

Twitter & Instagram: @wellgroundedhq

LinkedIn: @WellGroundedCIC