

Covenant Progression Coordinator role- Care Leaver Covenant

Introduction

This document contains the role description and expectations for a Covenant Progression Coordinator working on the Care Leaver Covenant.

Spectra is the delivery agent of the Covenant and, therefore, the role is executed by a Spectra employee.

Spectra's organisational values are Integrity, Creativity, Resilience and Hope. We invite our team to embody these values in their roles and responsibilities.

Why the role exists

The Covenant Progression Coordinator role is vital to Spectra because constructive and progressive collaboration with college Partners is integral to the success of the Care Leaver Covenant. Therefore, we are embarking on a pilot project with the NCG to embed Coordinators in the North, Midlands and South regions who will also work with other local colleges from within and outside of the group.

The relationship between the Covenant and NCG is one of partnership. There is no financial transaction or contractual agreement, however expectations on each party are set out in a Memorandum of Understanding.

Covenant goals

The Covenant's goals for (fiscal) 2020-21 are as follows:

1. Nurturing a community of 250 signatories who provide extensive, meaningful offers within the private, public and voluntary sectors

2. Embedding a 'Whole-Council Approach' (WCA) for care leavers in 20 LAs.
3. Embedding a 'Whole-Institution Approach' for care leavers in 50 HE and FE institutions.
4. Registering up to 500 care leavers on a Covenant sign-up portal
5. Facilitating access to 500 leisure/entertainment-oriented opportunities by up to 500 care leavers.
6. Facilitating the take up of employment-oriented opportunities by up to 250 care leavers.

The Covenant has a list of KPIs that feed into these overall goals. We complete our KPIs over a 12-month period, with different KPIs needing different levels of attention each month (I.E. some require activity each month while some are conducted E.g. once or three times per year).

The Covenant Progression Coordinator role (CPC)

Salary

£27,000-£30,000 North and Midlands Based

£29,000-£32,000 London weighting

Three posts are available, based in Newcastle College, Lewisham College and one Midlands based.

Status

Full time or part time negotiable

Temporary until 31st March 2021 in the first instance

Reports to

Head of Education Partnerships

Purpose

To assist College partners in registering and supporting Care Leavers into Covenant opportunities.

General Responsibilities

You will need to carry out various activities to deliver on the CPC role, including but not limited to the following:

1. To register identified Care Leavers on the Covenant portal, Connects
2. Match Care Leavers into Covenant roles and opportunities
3. To work with the wider Covenant team to source relevant opportunities
4. To work with college staff to prepare and support Care Leavers into Covenant opportunities
5. To liaise where appropriate with Covenant partners in industry and education to ensure smooth transition for college learners who take up opportunities
6. Create opportunities for registered Care Leavers to find out about progression routes and/or particular career paths
7. Act as a central point of contact for the Covenant with all regional partner colleges
8. Assist college staff in raising awareness of the Covenant and the issues/barriers that face care leavers in general
9. Work with college staff to promote a 'whole institution' approach when engaging with the Covenant
10. In conjunction with the other members of the Covenant team support each partner college in developing the three-pillar strategy
11. Support regional network meetings with the Local Authority and other education institutions and all college partners
12. Ensure continuity of service across all colleges

13. Contribute, by report to termly meetings to review progress and strategy
14. Create a process to continually monitor the take up and success of Covenant opportunities

As a member of the covenant team you will also be expected to-

14. Keep abreast of internal standards and business goals
15. Attend Spectra weekly team meeting on Tuesdays (or other day)

Person Specification

1. Have or willing to work towards GCSE or Level 2 Maths and English
2. Have or willing to undertake an enhanced DBS check
3. Experience working in or with schools and/or colleges
4. Knowledge of barriers to learning/progression and access to the job market
5. Ability to communicate effectively with a range of partners
6. Ability to relate well to young people
7. Experience of partnership working

8. Excellent organisational skills

9. Experience working with Looked After Children/Care Leavers-
desirable

10. Ability and willingness to travel