Progression Coach

(Salary range: £29,807 - £34,165)

33.5 days Annual Leave plus Bank Holidays

Full-time 37 hours per week - Monday to Friday. Part-time and flexible working arrangements considered.

We are looking for motivated and compassionate Progression Coaches to support young people and adults to access education, employment and training opportunities. You will work with individuals who may be disengaged or at risk of disengaging, providing impartial advice, guidance and practical support to help them build confidence, overcome barriers and progress towards positive outcomes.

Through one-to-one support, group sessions and partnership working with employers and specialist services, you will help clients raise aspirations and reach their full potential.

Delivery is across Calderdale and Kirklees, and successful applicants will be required to work across both local authority areas. Home/hybrid working is supported, subject to service needs.

You will be able to inspire, motivate and support young people and adults to make effective decisions that lead to successful transitions and establish productive relationships with schools/colleges, providers, employers and local partners to facilitate this. You will be able to use a range of innovative techniques to engage vulnerable young people/adults across Calderdale and Kirklees, including digital methods of engagement.

C+K is a great place to work for anyone seeking employment in a people centred organisation where staff are valued and highly regarded. We offer excellent terms, conditions and benefits to our employees and opportunities for career development and progression.

C&K Careers Ltd, Registered Office:
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CDI Career Development Institute Affiliate Organisation

We welcome your application if you can demonstrate the following:

- Strong communicator and effective networker
- Drive, commitment, and resilience
- Well organised and highly motivated
- Knowledge of the barriers impacting young people/adults and the agencies which specialise in helping them.
- IT-literate and competent in the use of digital delivery platforms and database recording systems.

Dependant on skills, experience and qualifications, successful applicants may be required to participate in further training to support professional development.

How to apply

- Information about this vacancy, including job description and personnel specification and the application form are available to download on the company website by selecting: https://www.ckcareers.co.uk/about-c-k-careers/progression-coach-vacancies
- Applications should be returned to recruitment@ckcareers.org.uk **by 12pm on the 27th of November 2026.**

Please note, we reserve the right to close our vacancies early if sufficient applications are received

For more information contact:
Charlotte Wood, Operations Manager, charlotte.wood@ckcareers.org.uk

The closing date for applications is 12pm 27th November 2026

We are committed to safeguarding and promoting the welfare of children and young people and expect our staff to share this commitment. All roles are subject to rigorous safer recruitment checks, including enhanced DBS clearance and reference verification.