

Volunteer role description: Coach

Our organisation

The Access Project is an innovative education charity that helps bright young people from under-resourced backgrounds secure places at top universities. We recruit, train and support volunteers to coach a student (aged between 16 and 18) to develop key transferable skills.

In addition, a dedicated staff member works with these young people in their schools to build their knowledge of universities and courses, arrange visits and speakers and provide support and advice on applications and interviews.

The Access Project is committed to safeguarding and promoting the welfare of young people and expects all volunteers to share this commitment.

Overview of the role

Volunteer coaches meet with a student one-to-one online for six sessions over six months, usually lasting one hour. During this session they will provide coaching framed around the key skills our research has identified as invaluable to their futures:

- Communication
- Problem solving
- Collaboration
- Planning & Organisation

The Access Project will provide a structured delivery guide, to support volunteers with their coaching. This is designed specifically with the intention that it can be moulded around volunteers' own experiences and perspectives and adapted to each young person's preferred style of learning.

Volunteers are given support and guidance by The Access Project team with whom regular contact will be made.

Commitment

- Six one hour-long coaching sessions over six months (per student pairing)
- Confirm each session through our attendance tracking process
- Attend one online Coach Training session (2.5 hours)
- Complete and pass an online Child Safeguarding training course (approximately 90 minutes in total)

Location

- The Access Project currently operates in partnership with schools across London, the East and West Midlands, West Yorkshire, and the North West. This volunteering opportunity is undertaken online and so volunteers are eligible to participate if they are based anywhere within the UK
- Online sessions will take place using our dedicated volunteering platform. Volunteers will conduct sessions from a suitable location with internet access and sessions will begin no later than 6.30pm, unless otherwise agreed with The Access Project and the family of the student.

Skills, experience and qualities required

- Volunteer coaches must have 3+ years of suitable professional or life experience, or hold an undergraduate degree
- Professional qualifications equivalent to a degree may also be considered
- Friendly and welcoming with good communication and explaining skills
- Patience and understanding
- Ability to understand and follow Child Safeguarding policies and procedures.

Training and induction

- Volunteer coaches must attend a training session where information will be given on how to coach, including coaching strategies, where to find resources, how to make coaching sessions fun and how to set meaningful objectives
- Volunteer coaches must also complete and pass a separate online Child Safeguarding module
- Fully trained coaches will be added to The Access Hub (our online volunteering platform) once paired with a student.

Support and supervision

- Advice and support is available from The Access Project team throughout a volunteers time on the programme
- Access to a bespoke coaching framework structured around the key transferable skills, with adaptability to accommodate professional experiences and perspectives
- Specific platform and systems support is available to volunteers

Expectations

- Completion of a DBS check (which The Access Project will cover the cost of and process on your behalf, and will be refreshed every three years)

- Two satisfactory character references, preferably from an education or professional setting who has known you for more than 3 months
- Satisfactory completion of both the Coach Training session and online Child Safeguarding module
- Agreement with The Access Project's Volunteering Agreement (available [here](#))
- Commitment to safeguarding and promoting the welfare of children and young people
- Willing to adhere to The Access Project's Compliance and Attendance expectations for volunteers (copies of each are available on request)
- Copies of The Access Project policies [can be viewed online here](#)