

Career Coach for Job Seekers

About Careers Springboard

Careers Springboard is a registered charity, founded in 1991, supporting and coaching job seekers who are trying to return to employment.

We are looking for an additional **qualified and experienced HR/Professional Coach** to join our volunteer coaching team.

What will you do?

You will provide personalised 1-to-1 online coaching to Careers Springboard members who are seeking employment.

Your role will include:

- Providing guidance, encouragement and practical support.
- Helping job seekers organise and manage their job search.
- Building confidence and helping members move forward positively.
- Conducting coaching sessions, normally up to one hour.
- Providing follow-up coaching where appropriate.
- Maintaining confidentiality and following Careers Springboard policies.
- Occasionally attending Monday evening Zoom meetings to understand members' needs.

All coaching takes place online, so you can volunteer from anywhere in the UK.

What are we looking for?

You will need:

- At least **3 years' professional coaching experience**.
- A recognised coaching qualification accredited by **ICF, EMCC, AC** or individual accreditation.
- Evidence of your qualification and professional experience.
- Experience coaching people seeking employment or facing similar challenging situations.
- Patience, flexibility, sensitivity, confidentiality and perseverance.
- Strong communication skills and a supportive approach.

Support and recruitment

Applicants will be interviewed online by a senior and experienced coach and formally approved by the Executive Committee.

Following recruitment, coaches receive support through coach meetings and supervision. Coaches are required to attend coach meetings and at least one supervision session each year.

A risk assessment is in place to safeguard volunteers and members, and Careers Springboard provides professional indemnity insurance.

Make a difference

Your coaching can make a meaningful difference to someone trying to return to employment. You will help job seekers rebuild confidence, understand their situation and develop a more effective approach to their job search.