



The Prince's  
Responsible  
Business Network



**BITC's job coaching programme**

# **BOOSTING JOB PROSPECTS THROUGH COACHING**

**Referral Partner Briefing Session 2024**





# WHAT IS BITC'S JOB COACHING PROGRAMME?

**Unemployed jobseekers**

**moving towards their next job**

**with the support of one-to-one tailored coaching**

**provided by responsible businesses**

## IMPROVED EMPLOYMENT PROSPECTS

- ↑ Essential & digital skills
- ↑ Workplace knowledge
- ↑ CV/Interview technique

- ↑ Wellbeing & confidence
- ↑ Networks & connections
- ↑ Access to opportunities

# WHO CAN THE PROGRAMME SUPPORT?



*I have no work history.  
I'm a refugee who is  
currently at college.*



*I need help with mock  
interviews and interview  
techniques. I've attended  
interviews in the past,  
frozen and stuttered.*



*I have difficulties with  
digital skills, particularly  
emails and online  
applications.*



*I spent 20 years in  
publishing and journalism  
as a picture editor and  
researcher.*





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# OUR CURRENT JOB COACHES

**Deloitte.**



anglianwater



abcam

accenture



**RICOH**

**Capita**



a.f. blakemore & son ltd



EVERSHEDS SUTHERLAND



**HS2**



**Jacobs**



**THALES**

verizon

LLOYDS BANK

McKinsey & Company



**NatWest**



paragon

**ARUP**

**MORGAN SINDALL**



ambient people



paragon

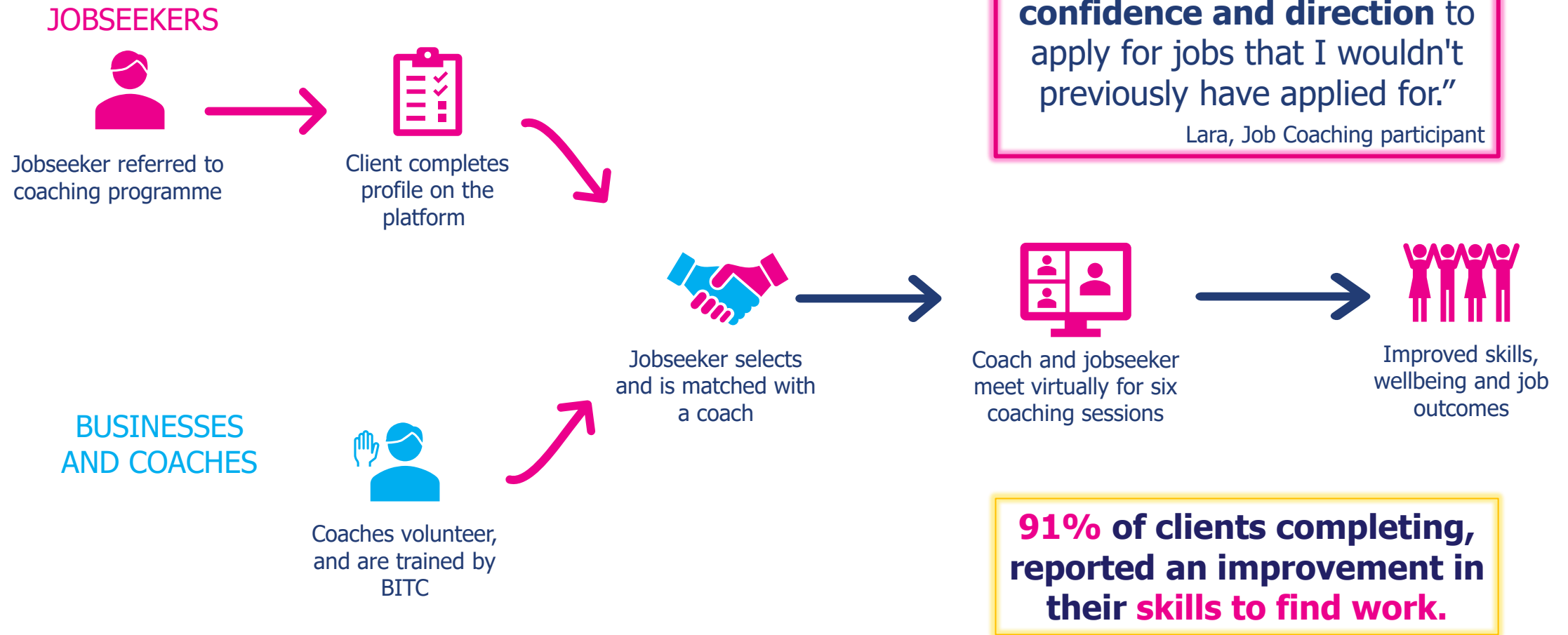
SHOOSMITHS



General Medical Council



# HOW IT WORKS





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# OUR JOB COACHES

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## Senior Marketing Manager

"A marketing and business strategy specialist with over 15 years' experience and has held senior positions in financial services, research and event industries"



## Senior Technical Engineer

"Currently working within the nuclear industry with past experience working in water treatment. An experienced coach and STEM ambassador with 10 years of experience in Construction and Engineering."



## Creative Propositions Consultant (Graphic Designer)

"I work in the Marketing department of a building Society. My role is that of a Graphic Designer. I have an excellent knowledge of the mortgage and savings industry as well as anything creative."



## Head of Finance

"Accounting professional involved in the social housing sector ... Passionate about social housing and the organisations like my own that exist to benefit communities. Having suffered personal challenges at the start of my career, I'm looking to support an individual to build resilience and confidence to achieve their own ambitions and goals."



# OUR MATCHES

Client previously held roles in **accounting**, has refugee status, looking for work in **financial & professional services**.



**Practice Group Support Manager** *"I have worked within business administration and specifically within the legal sector for almost 28 years."*

EVERSHEDS  
SUTHERLAND



Client secured a payroll job with **Viking Group Yorkshire**.

Client with skills and experience of 12 years **driving** and 6+ years **cleaning** and **labouring**.



**Data Analyst** *"My skills include job applications, interviews and tech knowledge"*



Client initially began a volunteering position and has now secured his **"dream job"** with **Ffestiniog Railway**.

Client with **administration** skills and experience, looking for **support to improve his interview skills**.



**Housing Officer** *"I have worked in the private and public sector managing staff and customer service"*



Client has been offered job interviews.

*"Coach gave me **honest feedback** where I normally don't get feedback from employers following interviews."*



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“ 40% OF CLIENTS  
WHO COMPLETE THE  
PROGRAMME, GO  
INTO  
EDUCATION,  
EMPLOYMENT OR  
TRAINING ”

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“[My client] recognised their transferable skills which meant a broader world of opportunities opened up for them”

Caroline, coach

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“ "Massive boost to my confidence and getting out there for applying jobs. It's brought me up to date on knowing how to market myself and engaging with new technology to do this. Having a mentor who motivates and guides, rather than telling me what to do. Collaboration all the way through.”

Natalie, participant

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"[The programme] helped me keep on track and be motivated, I got practical insight from an expert within the field of my interest.”

Mohammed, participant







# HOW TO REFER **YOUR** CUSTOMERS


## Business in the Community's Job Coaching platform

**Supporting jobseekers with business-led coaching**

Welcome to our job coaching platform, a space for volunteer business coaches and jobseekers from across the UK to connect. This tool allows you to communicate, track the progress of your coaching relationship and draw on the resources you need to help support your coaching journey.

### How job coaching works

Job Coaching is designed to provide jobseekers with 1:1 support through six business led coaching sessions, helping to build back an inclusive workforce by supporting people who are unemployed.



### How to use our job coaching platform

**Coaches:** Create a profile, complete your training with BITC experts and login to view your client matches

**Jobseekers:** Create a profile to connect with a coach, develop your skills and improve your employment prospects

**"I've had two job coaching sessions with [my client] so far, during which we prepared a new CV for her to apply for jobs. She already has three interviews lined up and is very excited. I'm really enjoying it too!"**  
**Victoria, job coach, Eversheds Sutherland**

### Let's get started

Our ambition is to connect the experience and skills of business volunteers with jobseekers to ensure nobody is left behind as we recover from the COVID-19 pandemic. Login below to access our job coaching platform.

[Get Started](#)

Not got an account yet?  
[Create account now](#)

### ACCOUNT LOGIN

Email

Password

Keep me signed in

[Login](#)

[Forgotten password?](#)

1. Register an account
2. Complete a profile
3. Select a coach

To complete this, either:

- Support your customer by completing this with them
- Send them the link or QR code, to then complete themselves
- Choose **Get Started** to begin



# STEP 1: Register an account

- Complete the registration form and the four declarations.

## REGISTER


Title


First name

Surname

Phone

Email

Password  
 

Confirm Password  
 

### Declaration of consent

I consent to all of the information which I disclose on this form (including sensitive information relating to my physical or mental health) being used and shared for the purposes set out in the data protection statement above.

I understand that if it is subsequently discovered that any statements from me are false or misleading, I may no longer be eligible for the programme.

- Please confirm you agree to the **declaration of consent**
- Please confirm you are **18 years or older**
- Please confirm you are **currently unemployed** and actively looking for work or work alternatives (apprenticeships, traineeships, work placements)
- Please confirm that you speak **good conversational English** (can hold a conversation with a BITC coach for an hour)

**Create Account**

The information you enter on the system will only ever be used as part of the mentoring platform. [Read more](#) about how we handle and protect your personal information.



## STEP 2: Complete the profile form

Please include your name, email address and connection to the customer.

For DWP, include name of job centre

**PROFILE**

Are you completing this on behalf of someone else?  
 Yes  No

Which organisation referred you?

Name of contact at organisation   
Email or phone of contact

Which part of the UK do you live in?

If you live in Wales, would you require a Welsh speaking coach?  
 Yes  No

**Work history**  
  
In a few words, please tell us about any previous work experience / history. We will share this with your BITC Coach to help them understand what support you will need and what job opportunities to look for with you during the session (no more than 240 characters).

What type of employment/sector would you like to go into?

Have you faced any barriers in accessing employment?  
  
This information will be shared with your coach.

The programme covers 4 key areas: essential skills, employability skills, digital skills and wellbeing. Please take a moment to consider the areas and identify where you feel would benefit most from the support of a coach. Please select all that apply. This information will also be shared with your coach.

**Support needed**

**Device access**

**Internet access (data / wifi)**  
 Device with internet access  No device with internet access

How would you prefer your coach to make contact with you?

Below are some statements about your wellbeing. Please select the option that best describes your experiences relating to your employment journey, or select 'Prefer not to say'. This information is not shared with your coach.

I feel optimistic about my chances of finding work

I feel motivated in looking for work

I can cope with rejections and knock backs on my job seeking journey

Any additional supporting needs you would like us to know about  
  
No more than 240 characters

We would like to monitor the equal opportunities within this programme, please help us by completing the following questions or selecting 'Prefer not to say'. Your answers are not shared with your coach.

**Age**  **Sex**

**Ethnic group**



## STEP 3: Select a coach

Choose a coach from three coach profiles.

MATCHING COACHES			
	<b>Miss Sarah Test</b> IT Manager Jaguar Land Rover England - North West	Regions I can coach people from: England - North West	<a href="#">View Details</a>
	<b>Mr Bob Test</b> Medical Writer Pfizer England - North West	Regions I can coach people from: England - North West	<a href="#">View Details</a>
	<b>Mrs Amy Test</b> Accountant Lloyds Banking Group England - North West	Regions I can coach people from: England - North West	<a href="#">View Details</a>

**EMMA STEEL**

**Manufacturing Project Manager**  
Jaguar Land Rover  
England - West Midlands

Regions I can coach people from  
England - East Midlands, England - West Midlands

Do you have any particular skills or experience you would like to offer as a coach?

Worked within the manufacturing/ production/ warehouse/ logistics environment for over 30 years. I have been involved in all aspects of Production Planning, Supply Chain and Project Management. Currently in the world of Electrification. I work with a wide cross section of teams ranging from Finance and HR through to Installation and Manufacturing teams. I am qualified personal development Coach and a work place Mentor, with over 15 years experience .

Follow the on-screen instructions to send a request to a coach.





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# OUR REFERRAL PARTNERS ACROSS THE UK



Department for Work & Pensions





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# NEXT STEPS

We look forward to helping you to support your clients.

Contact us for additional support to refer your clients and customers to the job coaching programme:

[coaching@bitc.org.uk](mailto:coaching@bitc.org.uk)

<p>Wednesdays 11am</p>	<p><b><u>ONLINE CUSTOMER OPEN HOUSE</u></b> For your unemployed customers to register.</p>
<p>Wednesdays 2pm</p>	<p><b><u>ONLINE REFERRER OPEN HOUSE</u></b> Learn about the programme and how to refer.</p>

Supported by:





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# ADDITIONAL RESOURCES AVAILABLE



## FLYERS

WEEKLY LIVE ONLINE  
BRIEFINGS FOR REFERRERS

WEEKLY OPEN HOUSE  
FOR CUSTOMERS



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Are you unemployed and looking for a new job?

Come along to BITC's  
**Customer Online Open House  
for BITC Job Coaching**

Hear about how being matched with one of our business volunteers can help you with your journey into work. No need to register, just click or scan to join:

**Every Wednesday**  
**11am – 11.30am**



Would you like some help with:

- \* Defining employment-related goals?
- \* Understanding and describing skills?
- \* Identifying new ways to apply skills?
- \* Navigating job application processes?
- \* Building motivation and self-belief?

Our programme involves 6 coaching calls (either virtually or by phone) that you can arrange for a **time that's convenient** to you.

It can be difficult to know what to do next when you are looking for a job. Having a BITC coach on your side can make all the difference.



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**JOB COACHING PROGRAMME**

## LOOKING FOR YOUR NEXT JOB?

Connect with a BITC Job Coach and receive flexible business-led support

### PROGRAMME BENEFITS:

- Job Coaching is a proven method of one-to-one support
- Get advice from a coach with first-hand experience securing a job and working for a leading UK business
- Take advantage of free, flexible coaching

A BITC coach can help you with job applications, skills training and provide you with overall direction and support.

### JOIN NOW

Ask your adviser for details or follow the link to find out more:

[www.bitcjobcoaching.onpld.com](http://www.bitcjobcoaching.onpld.com)



**"MY COACH TALKED TO ME LIKE A FRIEND AS WELL AS A COACH [...] AND HELPED ME IDENTIFY MY STRENGTHS. I'D STILL BE LOOKING FOR A JOB IF I HADN'T DONE IT."**

Irene, Job Coaching participant



## CONTACT US

BITC Job Coaching  
Team:  
[Coaching@bitc.org.uk](mailto:Coaching@bitc.org.uk)

## CASE STUDIES

[Rosina Secures Role with the Support of BITC Job Coach \(bitc.org.uk\)](#)

Job coaching helps former nurse hit by COVID-19 find work (bitc.org.uk)