

# POLICE:NOW

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**Job Title:** Performance and Development Coach

**Location:** Based from home for the majority of time, but with a requirement to visit police stations, PNHQ and development events as required

**Salary:** £34,500 per annum (pro-rata)

**Reporting to:** Performance and Development Manager

**Contract Type:** FTC - up to end of July 2022

**Start date:** July 2021

**How to apply:** Please submit your application via the Careers page on the [Police Now website](#).

## About Police Now

Our mission is to transform communities by recruiting, developing, and inspiring diverse leaders in policing. We are working towards a day when every community, whatever the socio-economic background of its residents, can thrive without being fearful of crime. We are looking for talented, committed and mission-aligned individuals who will contribute towards achieving this goal.

It is important that Police Now's workforce reflects the communities that we serve and are empowered to contribute their best. We are an equal opportunities employer committed to diversity and inclusion in policing and our Head Office, and view workforce diversity as a business imperative. We strongly encourage applicants from all backgrounds and walks of life.

Launched in 2014, Police Now trains graduates and career changers with leadership potential to become inspirational police officers and outstanding crime fighters on our National Graduate Leadership Programme and our National Detective Programme. Our officers are provided with a connection for life so they can be supported to progress through policing ranks. We are a not-for-profit social enterprise with ~120 employees, with ambitious goals to create real change; we need impact-focused, solutions-focused individuals who will accelerate us towards our mission.

Everything we do reflects our values: Believe, Achieve, and Develop. For more information on the work we do and our values, please visit [www.policenow.org.uk](http://www.policenow.org.uk).

## What you'll do

Participant Impact and Development is changing, with an increased focus on participant impact in communities and leadership development. The role of the Performance and Development Coach is critical to this.

As a Performance and Development Coach, you will challenge, coach, support and develop participants to:

- Transform communities by delivering sustainable change and demonstrating tangible impact.
- Drive change, through their own leadership development that positively influences the development and culture of the police service.
- Upon completion of the programme, in part through your coaching, participants will have acquired transferable skills and demonstrate potential for future leadership roles.

You will work within the organisational design *principle* 3-1-1 working week, where:

- Three days per week are totally dedicated to individual and group coaching (including preparation).

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- One day per week for reporting, data, governance meetings, team meetings, administration.
- One day per week for your Continued Professional Development (including coaching supervision), and support with PID special projects.

Specifically, you will:

## **Participant Performance and Development**

- Coach the development of your own participant portfolio of circa 70 participants across multiple Police Forces.
- Hold at least 2 high impact coaching sessions with every participant within the contract timescales. All of these sessions will be done digitally via MS Teams.
- Where required, provide virtual support via MS Teams to your participants whilst they are at Academy (August – mid September 2021).
- Take an active interest in all aspects of the Police Now participant experience, ensuring you are equipped to provide timely and accurate advice to all members of your participant portfolio.
- Facilitate monthly group based coaching sessions (delivered digitally), action learning and peer to peer interactions.
- Monitor participant progress through the Programme and its critical stages, identifying where and if risk exists, and escalate where required.
- Coach participants through personalised support plans where required and provide updates on participant progress as necessary.
- Liaise with other staff as required to escalate appropriate issues.

## **Reporting**

- Take responsibility for the timely and accurate collation and maintenance of participant data, using Police Now IT systems and platforms.
- Attend monthly Force Hub meetings, reporting on specific participant issues and risks by force, as they relate to your participant portfolio.

## **Customer Focus**

- Develop a deep understanding of your partner forces through; research, and close liaison with other PDCs and Force Partnership Managers.
- Engage with participants' Line Managers as appropriate ensuring communication is timely and facilitate two-way feedback on participant performance and progress.

## **Support the wider programme**

- Identification of future talent that could potentially play a role in participant panels or act as Ambassadors within the Connections for Life Programme.
- Support at Police Now events (e.g., Impact Events) as required.

## **Develop yourself**

- Own your own development, including attendance and contribution to team training sessions and participant surgeries as required.
- Provide evidence of your PDP and group coaching sessions to your line manager for review and feedback.
- Seek feedback from other PDC's.
- Identify and address own areas of CPD in 1:1's with your line manager.

## Who we're looking for

You are a people centric person, with a willingness to understand the drivers and motivations of others and through a coaching oriented approach, you are enthusiastic and positive about helping others develop to achieve their potential.

You are a team player, willing to share your own learning with others and support in the assimilation of best practice for the benefit of the team.

You will be comfortable working in a fast paced, start-up type of environment, preferably in the public sector. You will connect with the Police Now mission and values and see an opportunity to apply your skills for the benefit of Police Now.

## What you'll need

- Coaching qualification at EMCC / ILM Level 5 Diploma in Coaching and Mentoring (or equivalent), or if you do not hold this a demonstrable portfolio of people development through coaching practice
- High levels of personal organisation and a willingness to work autonomously
- Tenacious in approach, adaptable and able to influence others to get things done
- Comfortable with a wide range of digital platforms e.g., Brightspace, Docebo and 360 Learning Platforms, Salesforce CRM and Microsoft Office
- Willing to work remotely and manage own time effectively
- Strong attention to detail and the ability to prioritise tasks
- Ability to manage difficult conversations and deliver challenging feedback
- Ability to problem solve and troubleshoot issues as they arise
- Ability to work under pressure and manage multiple tasks simultaneously
- Confidence presenting to varying group sizes with experience of facilitation and delivery in person and /or online
- Confidence in using technology and willing to learn to use new digital platforms
- Excellent written and oral communication skills
- A willingness to travel across England and Wales where required. (It is anticipated that this will be minimal)

## What you'll get from us

- A bright, airy, modern and buzzing office near Liverpool Street, Central London (Zone 1)  
**Please note that during the Covid-19 pandemic, online/remote working and inductions will occur.**
- A supported working from home set-up with the technology and certain equipment required.
- Competitive salary of £34,500 per annum (pro-rata)
- Flexible working
- 27 days holiday each year plus bank holidays (pro-rata)
- Sanctus coaching (private mental health coaching for the workplace)
- Access to the Vitality programme which includes healthcare benefits, an Employee Assistance Programme and discounts
- Training opportunities for personal development
- Participation in a pension scheme (with 5% employer contributions and 3% employee contributions)

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## Please note

This job description is issued as a guideline. It is not exhaustive, and we would be pleased to discuss any constructive comments you may have. Due to the evolving nature and changing demands of our business this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description and according to the needs of the organisation.

Applications will be screened as they are received and invited to interview accordingly. Police Now reserves the right to close the advert prior to the advertised date, should a suitable applicant be appointed. Early applications are therefore encouraged.

Please note that some roles within Police Now require certain levels of vetting or screening in order to effectively work with our partners. Therefore, we may ask you to complete this if you are successful.

## Interview dates

First round: TBC

Final round: TBC