



## **Job Description**

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<b>Job Title:</b>	Volunteer Mentoring Practitioner
<b>Primary Purpose of Job:</b>	To support a cohort of young people facing significant challenges aged 11-21* and their volunteer mentors
<b>Responsible to:</b>	Senior Practitioner – Volunteer Mentoring
<b>Responsible for:</b>	Volunteer mentors and young people
<b>Terms:</b>	22.5 - 37.5 hours per week, year-round PAYE permanent contract. Hours flexible with occasional evening working From £12.75 per hour dependent on experience, plus pension. FTE = from £24,860k approx

### **Main Duties:**

#### ***Specific to the post***

#### **Working with young people facing significant challenges**

- To manage a diverse cohort of young people aged 11-21 facing significant challenges from across B&NES to benefit from volunteer mentoring  
\*(Our cohort age range extends to 25 for young adults with special educational needs. Mentees aged 12-16 make up the greatest part of this cohort.)
- To be the first point of contact for referred young people, developing trust, connection and a sense of their best hopes from their involvement
- To assess each young person's needs and risks with their input, matching and supporting their involvement with a volunteer mentor
- To engage with parents / carers regularly in the best interests of the child, referring onto appropriate services as required
- To collaborate with referrers and partner organisations to ensure best possible outcomes for your cohort
- To advocate for, and lead Team Around the Child / Family meetings, where appropriate
- To contribute to and lead Early Help Assessments, Thrive Assessments and Education Health Care Plan processes where appropriate.

## **Supporting adult volunteer mentors**

- To engage, support, inspire and supervise adult volunteers working with young people in your cohort to ensure they feel confident and equipped, ensuring minimum required contact levels are maintained at all times
- To contribute to regular mentor training
- To contribute to regular communications with all volunteer mentors
- To build positive relationships with mentors to maximise mentor retention and word of mouth recruitment

## ***General responsibilities***

- To promote the values of Mentoring Plus at all times
- To maintain accurate records for safeguarding and monitoring systems purposes
- To provide accurate cohort data and evidence as required by Mentoring Plus, commissioning bodies, schools panels and other funders
- To promote and encourage the participation and empowerment of young people
- To contribute to freelance, professional and peer mentor skills training as required, alongside volunteer mentor training as above
- To support other practice areas with meeting the needs of other mentoring cohorts when required e.g. for cover, including referrals, assessments, risk assessments, mentor support and liaising with referrers.
- To work flexibly as required during week days, including occasional evening work (for which TOIL is taken)
- To represent Mentoring Plus at external meetings as required
- To support and promote the wider work of Mentoring Plus, including contributing to fundraising and awareness raising events
- To undertake any other duties within the scope of the role

## **Person Specification:**

Essential (E) or Desirable (D)

## **Qualification / Training**

- 1.1 Relevant professional qualifications in youth work, education, social work or other related fields (E)

*or*

- 1.2 Practical training and experience in mentoring, coaching or equivalent models of practice for empowering children & young people – such as solution focused therapy, NLP, CBT, counselling, etc. (E)

### **Experience**

- 2.1 At least 2 years' professional experience working in a youth-related profession with young people (E)
- 2.2 Effectively supervising adult staff or volunteers (E)
- 2.3 Successfully mentoring young people who are facing significant challenges (E)
- 2.4 Enabling service-user involvement and participation within an organisation (D)
- 2.5 Managing a significant cohort of diverse young people (D)
- 2.6 Supporting young people in Team around the Child / Family processes (D)

### **Knowledge**

- 3.1 Structuring mentoring activities that respond to the diverse needs and interests of children (E)
- 3.2 Needs and concerns of children experiencing a range of different risk factors and vulnerabilities (E)
- 3.3 Practical knowledge of safeguarding and child protection (E)
- 3.4 Good working knowledge of using MS Office applications (E)
- 3.5 Local partner organisations who could support young people facing significant challenges (D).

### **Skills & Abilities**

- 4.1 Ability to quickly build positive relationships with young people who are facing significant challenges (E)
- 4.2 Strong, accurate written and oral communication skills (E)
- 4.3 Working on own initiative and as part of a team (E)
- 4.4 Networking with partner organisations (E)
- 4.5 Calm and positive presence when supporting significant safeguarding issues (E)

4.6 Compassion and courage in challenging internal and external staff in the best interests of young people (E)

**Other**

5.1 Entitled to work permanently in the UK (E)

5.2 Full driving licence, own vehicle and business driving insurance, and a willingness to transport young people across B&NES (E)

5.3 Capacity and willingness to work occasional weekday evenings and supporting some daytime group activity sessions in school holidays (E)

*Mentoring Plus is committed to maximising inclusion irrespective of age, ethnicity, gender identity, background, life experiences, disabilities, learning difficulties, lifestyle, beliefs etc, provided that individuals are able to meet the requirements of the role with appropriate support. We operate a strict equal opportunities policy for both adults and young people. Our central Bath premises have parking and are wheelchair accessible.*

*Safer Recruitment procedures will be followed including an enhanced DBS check and employment references taken and verified.*