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**MENTORING PLUS BATH AND NORTH EAST SOMERSET LTD**

**Job Description**

**Job Title** Mentoring Services Practitioner

**Primary Purpose of Job** To deliver safe, engaging mentoring services for a cohort of young people in need of support aged 7-25, implementing referral, risk and needs assessments, supporting adult mentors and contributing to multi-agency support for mentees and their families.

**Responsible to** Head of Mentoring Services

**Responsible for** Young people, volunteer mentors, freelance mentors

**Contract** Permanent PAYE, c.30 hours per week, termtime-plus (41 weeks per year).

**Compensation** From £14.00 per hour depending upon experience (FTE c.£27,800) plus pension and Employee Assistance Plan.

**Main Duties**

**Working with young people facing significant challenges**

* Manage a diverse cohort of young people aged 7-21 facing significant challenges from across B&NES to benefit from mentoring
\*(*Our cohort age ranges extend to 25 for young adults with special educational needs. Mentees aged 7-16 make up the greatest part of this cohort*.)
* Assess each young person’s needs and risks with their input, matching and supporting their involvement with a volunteer or professional mentor according to individual needs and funding available
* Engage with parents / carers regularly in the best interests of the child, identifying needs, advocating for support and referring onto appropriate services as required
* Collaborate with referrers and other professionals involved to ensure best possible outcomes for your cohort, including advocating for and contributing to Team Around the Child / Family meetings, where appropriate
* Contribute to and lead Early Help Assessments, Thrive Assessments and Education Health Care Plan processes where appropriate
* Support responses, escalation, implementation and recording of safeguarding processes with support from the designated safeguarding leads

**Supporting adult mentors**

* Engage, support and inspire adult mentors to ensure they feel confident and equipped, building positive relationships with mentors to maximise mentor retention and word of mouth recruitment
* Supervise adult volunteers monthly, offering insights and techniques, ensuring mentoring is being delivered safely and appropriately and maintaining accurate records of supervisions
* Contribute to regular mentor training (usually 3 x yearly at weekends, for which TOIL is taken)
* Contribute to regular communications with mentors regarding further training, mentoring activity ideas, policy updates etc

**Record keeping and impact reporting**

* Maintain accurate and constantly updated casework information for each young person using our secure online database
* Support the team with project administration, including uploading referrals, confirming funding availability, finalising delivery contracts and liaising with referrers
* Report termly / quarterly (depending on project requirements) on each young person’s outcomes, with evidence, to enable both individual and cohort-wide impact reporting back to referring organisations.

**General responsibilities**

* Promote the values and ethos of Mentoring Plus at all times
* Understand and carry out the policies and procedures of Mentoring Plus as detailed in the Staff Handbook, with a particular emphasis on child safeguarding
* Undertake, share and follow risk assessments on activities as required
* Promote and encourage the participation and empowerment of young people
* Attend any internal meetings and to represent Mentoring Plus at any external meetings as required
* Support fundraising and volunteer recruitment events and communications on a regular basis (including outside normal office hours, for which TOIL is taken)
* Undertake any other duties within the scope of the role.

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**Person Specification**

**Qualification / Experience**

* Relevant professional training or experience in youth work, education, health, social work or youth counselling / psychotherapy
* Direct relevant experience supporting young people in a similar setting
* Experience of engaging and motivating children or young people as individuals and in groups

**Knowledge**

* A working knowledge of the needs and concerns of children and young people, and an understanding of the issues that impact on young people who experience a range of different risk factors, minoritisation and vulnerabilities
* An understanding of the role of community organisations in delivering and influencing educational and wellbeing provision
* A good working knowledge of using MS office applications, databases and standard office technologies

**Skills and Abilities**

* Effective written and oral communication skills
* Confidence co-working with and influencing adults as well as young people, including advocating for families and respectfully challenging other professionals
* Ability to deal effectively with conflict and to handle sensitive issues with compassion, tact and respect
* Ability to prioritise and manage time and resources
* Ability to work on own initiative and as part of a team
* An active commitment to anti-discriminatory practice and the empowerment of young people
* Ability to effectively negotiate and work collaboratively with statutory and voluntary sector agencies

**Other**

* A willingness to work irregular and flexible hours from time to time to ensure the effective delivery of projects
* Full UK driving licence, daily access to a car with business insurance, and a willingness to visit and transport young people across Bath & NE Somerset as required to enable their engagement with the organisation.