

Job Description

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| Job Title: | Primary Mentoring Practitioner |
| Primary Purpose of Job: | To support a cohort of children facing significant challenges aged 7-11 and their volunteer mentors |
| Responsible to: | Primary Mentoring Manager |
| Responsible for: | Volunteer mentors and young people |
| Contract: | c. 27 hours per week permanent PAYE, including occasional out of hours work. Scope for flexible hours and/or termtime-plus contract c. 41 weeks per year subject to agreement. |

Main Duties:

Specific to the post

Working with young people facing significant challenges

- To manage mentoring and activities provision for a cohort of children aged 7-11 facing significant challenges from across B&NES
- 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 match and support children's involvement with a volunteer mentor
- To plan and deliver group activities for mentees where required (usually in school holidays)
- To support mentees' transition into secondary school as appropriate
- To engage with parents and carers in the best interest of the child

Supporting volunteer mentors

- To support, encourage and supervise volunteers working with young people in your cohort
- To contribute to ongoing mentor training
- Contribute to regular communications / e-bulletins with all volunteer mentors

Collaborating with partners

- To collaborate with schools, other referrers and partner organisations to ensure best possible outcomes for your mentees
- To advocate for, and lead Team Around the Child meetings or similar, where appropriate
- To refer parents and carers of mentees onto appropriate services as required
- To contribute to and lead Early Help Assessment, Thrive Assessment and Education & Health Care Plan processes where appropriate

General responsibilities

- To promote the values of Mentoring Plus at all times
- To maintain accurate records for safeguarding and monitoring systems purposes
- To promote and encourage the participation and empowerment of young people
- To represent Mentoring Plus at external meetings / events as required by the Head of Practice and CEO.
- 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)

and/or

- 1.2 Practical knowledge of 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' experience successfully mentoring children who are facing significant challenges, or providing similar support in a youth-related profession, ideally with 7-11 year olds (E)
- 2.2 Effectively supervising adult staff or volunteers (E)
- 2.3 Supporting management of significant child protection issues (E)
- 2.4 Enabling service-user involvement and participation within an organisation (E)
- 2.5 Managing a significant cohort of diverse young people (D)

- 2.6 Supporting young people and families in a Team around the Child process (D)
- 2.7 Delivering successful group work (E)

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 Local partner organisations who could support young people facing significant challenges (D)
- 3.4 Practical knowledge of safeguarding and child protection (E)
- 3.5 Good working knowledge of using MS Office applications (E)

Skills & Abilities

- 4.1 Ability to quickly build positive relationships with young people who are facing significant challenges (E)
- 4.2 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 / activity providers (E)
- 4.5 Calm and positive presence when supporting significant safeguarding issues (E)
- 4.6 Compassion and courage in challenging internal and external staff with compassion (E)

Other

- 5.1 Entitled to work permanently in the UK (E)
- 5.2 Full clean driving licence, unlimited access to a well-maintained car and business driving insurance, and a willingness to transport young people across B&NES (E)
- 5.3 Ability and willingness to support group activities for young people early evenings midweek from time to time (E)

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

Mentoring Plus is committed to maximising inclusion irrespective of age, gender identity, sexuality, ethnicity, 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.