



Job Description

Job Title:	Senior Practitioner, Volunteer Mentoring (VM) 11-25
Primary Purpose of Job:	To manage a team supporting a cohort of young people facing significant challenges aged 11-25 and directly work with young people to deliver this local authority commissioned project
Responsible to:	Head of Practice
Responsible for:	Volunteer mentors and young people, VM practitioners x 2, activities / participation practitioner(s) and freelancers
Contract:	4-5 days per week permanent, including occasional evening work

Main Duties:

Specific to the post

Managing the VM 11-25 team to deliver this service as commissioned by BathNES Council

- To support and manage practitioner staff to maintain the required caseload and ensure young people benefit from a well-run and effective service
- To plan and ensure implementation of required staff training and development of the team of practitioners for which you are responsible
- To support the Head of Practice in the management of the relationship with our commissioners, including quarterly reporting and monitoring meetings
- To plan and ensure implementation of key processes including referrals, assessment, monitoring and risk assessment
- To play a central role in planning and delivering training and skills sharing to mentors
- To hold safeguarding responsibility for the caseload, supported by the DSL, and share responsibility for out of hours safeguarding phone cover
- To share delivery and support of our participation practice, including safeguarding and some casework related to all young people accessing our services

- To contribute to practice development, strategy, policy, procedures, partnerships, projects etc relevant to the role
- To contribute to fundraising, communications and volunteer recruitment processes including representing Mentoring Plus at our own and external events.

Working with young people facing significant challenges

- To manage a personal caseload of young people aged 11-25 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, supervise and support mentors, and to support each young person's involvement with a volunteer mentor
- To manage staff member(s) delivering evening and holiday activities for mentees
- To engage with parents and carers in the best interests of each child.

Collaborating with partners

- To manage key relationships with referrers and partner organisations, representing the charity on relevant committees etc to ensure best possible outcomes for the whole cohort
- To advocate for, and lead Team Around the Child meetings, where appropriate
- To refer parents and carers of young people onto appropriate services as required
- To contribute to and lead process such as Early Help Assessments, Thrive Assessments, Education Health Care Plan referrals etc where appropriate.

General responsibilities

- To promote the values of Mentoring Plus at all times
- To maintain accurate records for safeguarding and monitoring systems purposes, alongside regularly reviewing related processes
- To promote and encourage the participation and empowerment of young people
- To undertake any other duties within the scope of the role.