

## **Job Description**

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<b>Job Title:</b>	Mentoring and Activities Practitioner
<b>Primary Purpose of Job:</b>	To support a cohort of young people facing significant challenges aged 11-21 and their volunteer mentors, including managing a weekly termtime activities programme
<b>Responsible to:</b>	Senior Practitioner – Volunteer Mentoring
<b>Responsible for:</b>	Volunteer mentors and young people
<b>Terms:</b>	30-37.5 hours per week PAYE permanent contract. Hours flexible but including at least 1 evening session per week in termtime (currently Mondays). From £12.30 per hour dependent on experience, plus pension. FTE = from £24k 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
- 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 meetings, where appropriate
- To contribute to and lead Early Help Offers, Common Assessment Frameworks, Thrive Assessment and Education Health Care Plan processes where appropriate.

### **Supporting 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

### **Planning and delivering activities**

- To plan and facilitate weekly termtime group evening activities (usually delivered for 1-2 hours on Mondays between 4 and 8pm) led by a range of local partners, with additional daytime school holiday sessions
- Encourage CYP participation in designing, contributing to and evaluating sessions, supporting them to reflect on their skills, qualities and ambitions and responding to interests and requests by planning varied activity options and accessing community links (sports, music, arts, heritage, enterprise, etc)
- To oversee safeguarding and risk assessing throughout activities, following organisational procedures for escalation and reporting
- To manage mentors and practitioners in the delivery of sessions, ensuring sessions align with our values and aims
- To work with our Primary Mentoring practitioners and Participation Practitioner to co-design and deliver activities for other cohorts, identifying opportunities to share skills and resources
- To provide prompt, structured reports on delivery, outcomes and observations for every activity session
- To manage a defined budget and collaborate with the administrative team on prompt contracting and payments
- To maintain accurate data record keeping for all participants via a secure online database, including emergency information and individual risk assessments

### ***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, behavioural panels and other funders
- To promote and encourage the participation and empowerment of young people
- To contribute to freelance, volunteer, professional and peer mentor skills training as required
- 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 at least one evening per week in termtime
- 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 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 Successfully mentoring young people who are facing significant challenges (E)

2.2 Working in a youth-related profession with young people (E)

2.3 Effectively supervising staff or volunteers (E)

2.4 Supporting management of significant child protection issues (E)

2.5 Enabling service-user involvement and participation within an organisation (E)

2.6 Managing a significant cohort of diverse young people (D)

- 2.7 Supporting young people in a Team around the Child process (D)
- 2.8 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 Strong 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 (E)

### **Other**

- 5.1 Entitled to work permanently in the EU/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 at least one evening a week and facilitating some daytime activity sessions in school holidays (E)

This role will require flexibility surrounding working hours and annual leave arrangements. As such, annual leave requests that will require cover will not be permitted during our term time. The organisation will ensure you are able to take your annual leave elsewhere within the year.

*Mentoring Plus is committed to maximising inclusion irrespective of age, 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.*