



## **Job description and person profile**

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<b>Job Title:</b>	Professional Mentoring Practitioner
<b>Primary Purpose of Job:</b>	To support the effective delivery of our professional mentoring programmes including 1-1 mentoring and our in-school mentoring programme. To support the effective delivery of our activities and participation programmes.
<b>Responsible to:</b>	Head of Practice
<b>Responsible for:</b>	Young people accessing Mentoring Plus programmes, predominantly the Professional Mentoring cohort
<b>Terms and conditions:</b>	30 – 37.5 hours per week Permanent PAYE contract Potential scope for a termtime-based contract c. 42 weeks per year subject to agreement From £12.30 per hour dependent on experience, plus pension. FTE = from £24k approx

### **Professional mentoring**

- To directly support a cohort of mentees (children and young people facing significant challenges) within, and outside of their education provision
- To liaise with schools re. the delivery and outcomes of mentoring contracts, including timely communication of session mentoring reports
- To be the first point of contact for referred young people and their families, developing trust, connection and a sense of their best hopes from their involvement
- To assess, report and discuss readiness and risk of / to young people prior to the commencement of mentoring
- To support freelance professionals to mentor young people in this cohort, providing supervision and process support from matching to closure
- To ensure that the young person's wishes / agenda are the central focus of the mentoring relationship

- To collaborate with referrers and partner organisations to ensure the best possible outcomes for your cohort of mentees, including attending professionals' meetings as required
- To contribute to Early Help Assessments, Thrive Assessments and Education Health Care Plan processes as necessary
- To log and follow up safeguarding actions related to your cohort according to our safeguarding policies
- To ensure timely and accurate internal outcome reporting on your cohort
- To contribute to the promotion, communication and development of our professional mentoring provision.

### **Support for other areas of provision**

- To contribute to freelance, volunteer, professional and peer mentor skills training as required
- To support participation and activity programmes for all cohorts during school holidays, including supporting logistics
- 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.

### **General responsibilities**

- To promote the values, ethos and practice of Mentoring Plus always
- To maintain accurate records for safeguarding and monitoring purposes
- To promote and encourage the participation and empowerment of young people
- To represent Mentoring Plus at external meetings as required
- To be present at Mentoring Plus events where possible, including out of hours (for which TOIL is taken)
- To support fundraising and volunteer recruitment activity for the charity
- To undertake any other duties within the scope of the role.

**Person Profile:**

Essential (E) or Desirable (D)

**Qualification / Training**

1.1 Relevant professional qualifications in education, social work, youth 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 At least 2 years working in a youth-related profession with young people (E)

2.2 Successfully mentoring young people who are facing significant challenges (E)

2.3 Effectively supervising adult 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 (D)

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

2.7 Supporting young people in a Team around the Child process (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 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 (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 evenings (with TOIL) and supporting some daytime activity sessions in school holidays (E)

*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.*