



Job Description

Job Title:	Activities Practitioner
Primary Purpose of Job:	To plan and provide an inspiring and engaging weekly activities session in termtime for mentees facing significant challenges aged 11-21*
Responsible to:	Senior Practitioner – Volunteer Mentoring
Responsible for:	Young people
Terms:	c. 7.5 hours per week, with scope for a termtime-based contract PAYE permanent Hours flexible but must include 1 evening per week in termtime (currently Mondays approx. 4-8pm) From £12.00 per hour dependent on experience

This role is compatible with either of the Mentoring Practitioner roles we are currently advertising, or may be applied for as a stand-alone role.

Main Duties:

Specific to the post

Planning and delivering activities

- To plan and facilitate weekly termtime group evening activities for mentees aged 11-21. These are usually delivered for 1-2 hours on Mondays between 4 and 8pm, with additional daytime school holiday sessions.
*(Our cohort age range extends to 25 for young adults with special educational needs. Mentees aged 12-15 make up the greatest part of this cohort.)
- To drive young people to and from activity sessions from their homes across BANES, following our safety procedures, and facilitating freelancers and colleagues to do the same
- To encourage CYP participation in designing, contributing to and evaluating sessions, supporting them to reflect on their skills, qualities and ambitions

- To respond to CYP 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 provide accurate impact data and evidence as required by Mentoring Plus, commissioning bodies, schools panels and other funders
- To support other practice areas with meeting the needs of other mentoring cohorts when required e.g. for staff cover
- To work flexibly as required during weekdays, including occasional evening work 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 Equivalent practical training / experience in delivering group work empowering children & young people (E)

1.3 Accredited recent training in youth safeguarding (E). Refreshing this training will also be a requirement.

1.4 Up to date first aid training (E)

1.5 Undertaking Mentoring Plus mentor training (2 days) will be a requirement

Experience

2.1 Direct experience of successfully delivering group sessions for young people (E)

2.2 At least 2 years' direct experience supporting this age group in equivalent settings (E)

2.3 Supporting management of significant child protection issues (D)

2.4 Enabling service-user involvement and participation within an organisation (D)

Skills and knowledge

3.1 Structuring activities that respond to the diverse needs and interests of children and young people (E)

3.2 Needs and concerns of children experiencing a range of different risk factors and vulnerabilities (E)

3.3 Strong oral communication skills, including telephone communications (E)

3.4 Calm and positive presence when supporting significant safeguarding issues (E)

3.5 Accurate written style and ability to monitor and report clearly on outcomes (E)

- 3.6 Working on own initiative and as part of a team (E)
- 3.7 Effective networking with partner organisations / activity providers (E)
- 3.8 Good working knowledge of MS Office applications and databases (E)
- 3.9 Organised, confident maintaining records, happy to be accountable for information management (E)

Other

- 4.1 Entitled to work permanently in the UK (E)
- 4.2 Full driving licence, own vehicle and business driving insurance, and a willingness to transport young people across B&NES (E)
- 4.3 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 require cover will not be permitted during term time. The organisation will ensure you are able to take your annual leave at other times of year.

There is scope to offer a termtime-based contract e.g. approx. 41 weeks per year to allow for occasional school holiday activities.

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.