**Job Details**

Job Title: **YOUTH MENTOR**

Post Number: POST000302

Directorate: Environmental and Community Services

Section: Sport and Health Development

Post Grade: Grade: D

Responsible to: Sport and Physical Activity Coordinator

Responsible for: Participants

**Job Purpose**

* Support children and young people by providing positive opportunities and help them to build positive relationships and make informed life choices, with the aim of improving their resilience, confidence and general mental health and wellbeing.

**Main Responsibilities**

* To engage children and young people by making initial contact, arranging and facilitating subsequent support sessions at a mutually agreed venue.
* To provide one to one mentoring for young people identified by referral partners.
* To plan and organise outcome focussed activities to engage young people during sessions, underpinned by methods to overcome individual social, educational and emotional barriers and to create personal development plans for the future.
* To establish a positive and interactive relationship with each young person.
* To help each young person develop or begin to develop life skills and accomplish specific goals, helping them improve their mental health and well-being
* To monitor each mentee and record progress reports after each session. To gather monitoring and evaluation data from each young person/mentee.
* To develop links and relationships with schools/colleges, community groups, other youth organisations and potential employers to assist in supporting young people’s progression.
* Develop a close working relationship with partners and stakeholders in relation to children and young people.
* Attend partnership meetings where appropriate and feedback on the progress, successes and challenges of the mentoring scheme.
* Effectively safeguard young people under your supervision. Following EBC safeguarding policy and procedures at all times.

**Decision making**

* Decide on the most suitable activity or intervention for each young person based on an individual basis.

**Financial Responsibilities**

* Advise of appropriate expenditure of any project budgets relating to providing activities and opportunities for young people.

**Key Contacts / Relationships**

* Public Health
* Derbyshire County Council Early Help Team
* Community Youth Groups
* Community Networks
* Erewash Borough Council Community Safety Partnership

**STANDARD CLAUSES**

**Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council’s Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

**Equality and Diversity**

You will uphold Erewash Borough Council’s Equality and Diversity policies and practices in accordance with the Council’s policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

**Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council’s and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

**Performance Management**

You will ensure compliance with the Council’s employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council’s Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

**Confidentiality**

You will comply with and/or ensure compliance with the Council’s Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council’s ICT Information Security Policy.

**Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council’s Customer Care and Equality Policies.

**Environmental**

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions.  It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

**Disclosure and Barring Checks**

In those posts where post holders have access to either children, vulnerable adults or highly confidential information a Disclosure and Barring check will be undertaken prior to that person’s appointment to the job.

**Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Produced by: Sport and Physical Activity Coordinator**

**Date:** **12 July 2022**

**Version: 1.0**

**Declaration**

I understand and accept the job duties and responsibilities contained in this job description.

Signed..................................................................... Dated............................

**PERSON SPECIFICATION**

**Job Title: YOUTH MENTOR**

**Post Number:** POST000302

**EXPERIENCE**

**Essential Criteria**

* Significant experience of working with disengaged young people facilitating youth work, mentoring, advice or guidance. A/I/D
* Experience in the delivery of youth initiatives focussing on good relations, citizenship and personal development. A/I
* Experience of working with the community & voluntary sector. A/I
* Personal commitment to addressing the needs of the most vulnerable young people in the borough. A/I
* Ability to engage with young people on a level that brings the best out of them and supports positive change. A/I

**Desirable Criteria**

* Proven track record in supporting young people to make positive changes with a focus on mental health and wellbeing. A/I
* Knowledge of or understanding of issues and trends relating to young people. A/I
* Experience of using evaluation tools/outcome measures to monitor the impact of youth work/mentoring. A/I
* Experience of lone working in the community. A/I

**QUALIFICATIONS**

**Essential Criteria**

* Qualification in related area e.g. Youth work, teaching, counselling, social work etc. (or equivalent) A/I/D

**Desirable Criteria**

* Relevant qualification or evidence of training in any of the following:

Youth Work • Youth Mental Health First Aid • Mentoring • Youth Offending • Community Sport A/I/D

**SKILLS & KNOWLEDGE**

**Essential Criteria**

* Knowledge of best practice when delivering interventions and/or support programmes for young people. A/I/T
* Strong organisational ability including ability to plan workload and manage own time effectively. A/I/T
* Strong communication skills and the ability to adapt communication style when needed. A/I

**Desirable Criteria**

* Knowledge of working with young people who have mental health issues and a good understanding of agencies and support available for young people in the borough. A/I
* Knowledge of issues affecting children, young people, their schools and their communities. A/I

**OTHER REQUIREMENTS**

**Essential Criteria**

* Willingness and ability to work holiday periods and undertake evening and weekend work. A/I
* Current full driving licence (reasonable adjustments will be considered should a disability preclude this requirement). A/I/D

**ASSESSMENT KEY:**

*A* Application

*I* Interview

*T* Test

*D*  Documentation

**Version: 1.1 – Sept 2022**