

**Ashton Community Trust**

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**Post:** Mentor (youth engagement)

**Location:** Ashton Centre

**Duration:** Until 31 March 2018

Hours: 37.5 per week

Salary: £24,717 per annum

Pension: 7%

*JOB BACKGROUND:*

This post is part of the Ashton Centre’s Core Project which will work with young people not in employment, education or training. The Mentor will be responsible for recruiting young people, carrying out an initial assessment and developing an action plan for each client. They will then have an ongoing mentoring relationship with the client to signpost them into to training and help them gain employment. Although the job is client centred each mentor will also have a set of targets which must be reached

## KEY TASKS & RESPONSIBILITIES:

1. To provide a structured programme of advice and support in career planning for young people who are NEET (**N**ot in **E**mployment **E**ducation or **T**raining) and vulnerable to becoming long term unemployed
2. Undertake initial assessments of barriers and registrations complete assessment using agreed and bespoke diagnostic tools.  Develop and implement and individual action plans to overcome barriers to employment, outlining goals, actions and outcomes
3. Deliver employability mentoring sessions with all participants as required to remove barriers to employment, providing a safe, relaxed environment underpinned by a structured and developmental process and responding to sensitive issues in a confidential manner.
4. Effectively manage caseload and provide professional focused advice referring to other agencies/organisations as required as part of participant action plans.
5. Undertake progress reviews and ensure targets are achieved that reflect positive outcomes in relation to employment and employment-related skills development.
6. Establish and effectively maintain outreach provision of services across the area.
7. To support specific training, education, employment and work experience opportunities to promote their integration into the labour market;
8. Develop and maintain excellent working relationships with relevant employer, statutory, community and voluntary organisations.
9. Maintain accurate records of all engagements and work undertaken with participants and ensure the accuracy and completion of all administrative forms, reports etc. is provided in a timely manner.
10. Review with line manager outcomes against performance targets and reflect on practice, working to the highest professional standards.
11. Fully participate in self-evaluation reviews and quality improvement planning
12. Participate in team meetings, supervision and other team activities
13. Carry out all duties in accordance with the values and policies of Ashton Community Trust
14. To perform such other relevant tasks deemed necessary by the management team of the project to ensure the effective and efficient implementation of the project action plan

#### OTHER RESPONSIBILITIES

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Ashton Community Trust, as may reasonably be requested by Senior Management
* Work flexibly on evenings, weekends and during school holidays to ensure full delivery of the programme.
* Undertake training in order to develop work related skills and knowledge.
* Work with due regard for Ashton Community Trust’s core values and objectives
* Ensure the effective implementation of and adherence to, the Trust’s policies and procedures
* Participate in Ashton Community Trust’s Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and direct line staff.
* Identify learning and development needs with your line manager and evaluate T&D to demonstrate needs have been met.
* Share best practice and achievements, and contribute to opportunities to present outcomes and case studies.

**Status of the Job Description**

This job description is not incorporated into the employee’s employment contract. It is intended as a guide and should not be viewed as an inflexible specification and it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to objectives agreed with the line manager

# Person Specification

## Essential Criteria

1. NVQ Level 3 or above in Advice and Guidance or equivalent (Equivalent qualifications may include careers guidance, counselling etc)
2. At least one year’s proven competence in providing career/employability mentoring in both a one-to-one and in a group setting. **(Number of years experience may be increased should there be a need to facilitate manageable shortlists)**
3. Experience of working with young people Not in Employment, Education or Training (NEET)
4. Excellent written and verbal communication skills
5. Ability to create and sustain effective working relationships and build consensus with key stakeholders
6. Ability using own initiative, to make effective decisions, plan and prioritise a substantial workload
7. Understanding of government welfare to work programmes
8. Proficiency in MS Office (Word, Excel, Access, Outlook, Internet Explorer)
9. Ability in working positively within a team
10. Ability to work flexible hours

# Desirable Criteria

# Understanding of relevant legislation (Employment Legislation, Disability Discrimination Act, Race Relations, Data Protection etc)

1. Qualification in benefits / welfare rights (Law centre training WRAP or equivalent)
2. Knowledge of funded programmes such as European Social Funded programmes
3. Car driver and have access to transport appropriate the post

**(Some or all of the desirable criteria may be used to shortlist applicants, should there be a need to facilitate manageable shortlists)**

**Vetting**

Appointment to this post is subject to successful applicant declaring all pending prosecutions, convictions, cautions and bind-over orders and their name will be submitted to Access NI for a check to be carried out.

**Important: Applications must be completed using computer and not in hand writing any handwriting applications will not be considered for short listing**

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