



## **Meant to Work Youth Peer Mentor Job Description**

<b>Location:</b>	Based in Belfast, with travel required to cover the Greater Belfast Area
<b>Responsible to:</b>	Partnership Coordinator
<b>Contacts:</b>	Young people, Include Youth staff, mainstream employers, Training Organisations and Further Education Colleges, Social Services and other statutory and specialist support agencies
<b>Salary:</b>	PT 22 – 25 (NJC), £20,661 – £22,658
<b>Hours:</b>	35 per week (unsocial hours may be required at times)
<b>Holidays:</b>	25 per annum
<b>Probationary Period:</b>	6 months
<b>Duration:</b>	31 <sup>st</sup> March 2019 (with possible extension to January 2020)

### **Job Purpose**

The Peer Mentor will have experienced being NEET (Not in Employment Education or Training) and will be able to draw upon this experience in a positive and educational way to help and assist young people who themselves are commencing their own journey towards employment, education or training.

Working in conjunction with the Transitions and Employability teams, the post holder will be responsible for the delivery of peer mentoring support to young people aged 16 -24 who need employment, training and education. The purpose of this post will be to ensure that the correct supports are in place for each young person to access and then successfully maintain employment.

### **Key Activities**

1. To develop relationships with each young person referred to the programme
2. To establish and develop an individual action plan with each young person assigned to caseload
3. To establish and review baseline assessments with each young person assigned to caseload



THE QUEEN'S  
YOUNG LEADERS

4. To establish and maintain relationships with appropriate employers
5. Regularly visit the young person at their place of employment
6. To design and deliver employability outreach sessions to partner organisations

Points 7 – 12 are to be delivered using the principles of supported employment practice.

7. Ensure links with key supports for young people are maintained eg. social worker, residential worker, foster carer, parent/family support, additional specialist support or significant other
8. Offer practical support for young people depending on assessed needs, eg. Phone calls, texts, arranging transport, advocating with employer, accessing training
9. To identify any blocks to remaining engaged with employment and with the support of the Transitions team advocate on behalf of the young person with the relevant person or agency, eg, housing/benefit services, social services, supported accommodation
10. To support young people to identify natural supports within the workplace and their own community
11. To manage the phased reduction of mentoring support ensuring correct support and key people are in place
12. To engage with employers and other agencies to establish opportunities for young people

**Further Activity:**

1. To record the progress of young people on Social Impact Tracker
2. To track young people after they leave the programme at intervals
3. To ensure that best practice is developed, shared and improved
4. To contribute to a full evaluation of Meant to Work using accurate data, experiences of staff, young people, employers and other key stakeholders
5. To share the learning with other Queen's Young Leader projects, interested organisations and practitioners working with young people who need employment, training or education



## Meant to Work Youth Peer Mentor

### Personal Specification

**NB: to secure an interview all essential criteria must be met and clearly demonstrated on the application. . If required the shortlisting panel may consider the desirable criteria in finalising candidates shortlisted for interview.**

	Essential Criteria	Desirable Criteria
Training, Education And knowledge	<p>A level 3 qualification in youth work/health or social care.</p> <p>Grade A* - C, GCSE or equivalent in Maths and English</p> <p>Knowledge of current opportunities in education, training and employment for young people</p> <p>Understanding of the barriers and issues facing young people who need employment, training and education</p>	<p>A degree (or working towards) in Community Youth Work</p> <p>Awareness of the rights of children and young people including those in care</p> <p>Certificate in Supported Employment</p> <p>Knowledge of current policies affecting socially excluded young people facing unemployment</p>
Experience	<p>Minimum 1 years' experience working, mentoring or volunteering with vulnerable children and young people</p> <p>Minimum 1 years' experience of advocating on behalf of young people</p>	<p>1 years' experience of delivering programmes that support young people to overcome barriers to ETE</p> <p>1 years' experience of engaging with employers on behalf of young people</p>
Behaviour, skills and competencies	<p>Excellent written and oral communications skills</p> <p>Ability to effectively network and build relationships</p> <p>Computer literate including Microsoft Office packages</p> <p>Commitment to children's rights</p>	<p>Ability to advocate and influence on issues for children and young people who have been in care. e.g. social services, supported accommodation providers, benefits offices</p>
Special circumstances	<p>Ability to travel to meet the requirements of the post</p>	<p>Hold a current driving license and have access to a vehicle. This criterion may be waived, if a disability prohibits driving. In this case, please demonstrate how you would meet the mobility requirements of this post. Able to work outside normal office hours when required</p>



## **Meant to Work Youth Peer Mentor Conditions of Service**

### **Travel Expenses**

Responsibility is on the employee to ensure that when using the car in the course of business, that proper insurance cover is acquired, and that the car is maintained in a roadworthy condition. A mileage allowance will be payable by Include Youth towards expenses.

### **Vetting**

The successful applicant will be asked to declare 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

### **Pension**

Include Youth operates a group personal pension scheme.

### **TOIL**

There is no entitlement to overtime payment to reflect the requirements of the post. However you are entitled to receive time off in lieu for hours worked in excess of your normal working week.

### **Equal Opportunities Policy**

Include Youth is an equal opportunity employer. The aim of its policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of nationality, race, ethnic origin, gender, marital status, sexual orientation, disability, religious belief or political opinion, nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job.

It is the responsibility of all staff to ensure a harmonious working environment in which the dignity of all employees and services users is respected.