



Job Description & Information Pack
Mentoring Coordinator
Armagh
20hr Maternity Cover

The Organisation

Reach Mentoring's vision is that every young person unleashes their full potential to be the best version of themselves that they can be. Our mission is to create positive, informing, and empowering mentoring relationships with children and young people while working in partnership with local schools, churches, and relevant agencies.

Reach Mentoring is founded on a Christian model of values. We are compelled by love for Christ and we believe that Reach Mentoring is more effective because we pray.

The Role

As Reach Mentoring continues to develop, we are looking for an enthusiastic person to build upon established partnerships in local schools and become engrained in the local community. You will need to understand the formal education setting and yet navigate the person centred youth work approach of mentoring.

You will be developing relationships and trust with all stakeholders; young people, volunteers, teaching staff, church leaders, funders and the wider community. This will require someone who can navigate these various environments.

Within your area you will often be the first point of contact for people to engage with Reach Mentoring and therefore must demonstrate a strong commitment to our values and ethos, this will be lived out in the highest levels of personal conduct and example.

You should be organised, pro-active and experienced at working on your own initiative. This role entails a high level of diligent attention to detail, along with this your unique gift set will be welcomed and encouraged within our team.

Job Title: Mentoring Coordinator

Based at: Reach Mentoring Offices, Lurgan

Reporting to: Schools' Lead and wider Senior Management Team

Salary: £22,571 pro-rata

Contract: 17th February 2025 - 19th December 2025

Hours of employment: 20 hours per week (Monday and Tuesday 09.00-17.00 and Friday 09.00-13.00)

Holiday: 35 days (pro-rata for part time hours and includes statutory days)

Duties and Responsibilities:

Mentoring

- Provide one to one mentoring for young people that are identified as at risk by relevant agencies.
- To provide activities which are appropriate to the age and ability of the young people using the Reach Mentoring service and to lead volunteers effectively, where and when necessary.
- To work in conjunction with the Schools' Lead to identify and develop new connections within local schools to deliver mentoring programmes.
- To represent Reach Mentoring and act as an ambassador by participating in the communication and promotion of the work of Reach Mentoring within church denominations, para church organisations, mission agencies and the wider public.
- To plan and implement events and programmes outside of the school mentoring setting, to further engage young people using the service.
- To monitor and evaluate the service and provide monthly reports to Schools' Lead and to support Schools' Lead in the delivery and compliance of Service Level Agreements and Funding grants.
- To develop an understanding of the range of issues affecting service users and liaise with relevant stakeholders as and when required.
- To assist in reviewing individual mentoring plans and the entire mentoring programme offered to a school.
- To ensure that all relevant records regarding the children in the service are completed as per policy and procedures of the organisation.
- To report to Schools' Lead and Designated Officer any child protection concerns, in line with the organisation's Child Protection Policy.

General

- To represent Reach Mentoring as agreed with the Senior Management Team.
- To be actively involved in initiating and delivering fundraising strategies in connection with all three strands; Church, Business and Individuals.
- To build relationship with local Church leaders and present at Church gatherings about the work of Reach Mentoring to raise profile and encourage both prayerful and financial support.
- To engage the local Church to recruit, train and grow a volunteer base.
- To competently participate in speaking engagements, sharing Biblical and faith based messages when directly requested.
- To be committed to their own personal development and growth.
- To provide the appropriate service and to treat all stakeholders in a courteous and respectful manner.

- To demonstrate commitment to Reach Mentoring by regular attendance and the efficient completion of tasks allocated.
- To take part in and assist in the organisation of special events, outings, visits and any other activities as required.
- Be available for planning, review, support and appraisal meetings and any relevant training and staff development as required.
- To carry out all duties in compliance with Reach Mentoring Health and Safety Policy and Statutory requirements.
- To adhere to Reach Mentoring's values, behaviours, and Christian ethos in all aspects of employment.
- To adhere to Reach Mentoring's Equal Opportunities Policy throughout the course of employment.
- To adhere to Reach Mentoring's Child Protection Policy and Procedures.
- To maintain the high standards of personal accountability to ensure the ongoing confidence of the public in the staff of Reach Mentoring.
- To carry out any other duties falling reasonably within the competence and capability of the post holder as required.
- Good attendance and punctuality.
- Ability to work as part of a team.
- Flexibility to work in other departments/schools/areas when required,
- Eligibility to work in the UK.

Team Life

- Contribute to the spiritual life of the team including staff devotions, prayers times, lead and engage in Bible study and theological reflection.
- Reflect the ethos and values of Reach Mentoring in attitude and action.
- Demonstrate a Christ-like attitude through a willingness to serve one another.
- Be invested in the life of others on the team; providing support both prayerfully and practically.
- Attend and participate in regular team meetings and subscribe to the Biblical model of maintaining good relationships and resolving disagreements when they arise.

Reach Mentoring Charter

Vision:

Unleashing young people to live in their full potential to be the best version of themselves that they can be.

Mission:

To create positive, informing, and empowering mentoring relationships with children and young people while working in partnership with local schools, churches, and relevant agencies.

Ethos:

Reach Mentoring is founded on a Christian model of values, we are compelled by love for Christ and we believe that Reach Mentoring is more effective because we pray. We seek to embody these values through the work of the organisation.

Core Values and Beliefs:

These provide the framework and anchor points that help us to define our activity. They are the outworking of our Christian model of values.

Champion:

We champion and advocate young people, uniquely investing in them to nurture, challenge and empower.

Journey:

We journey with children and young people and provide a safe space for them to speak and be listened to.

Value:

We provide ways to highlight the value of each young person and from this viewpoint endeavour to treat everyone with respect.

Practice Excellence:

We utilise the diverse skill set of our staff team, board of directors and volunteers to develop best practice.

Mobilise Many:

Mobilising the many to champion the one through mentors, financial givers and prayer partners.

Partner:

We exist to partner with our local schools to help support the emotional wellbeing of their pupils. We partner with local churches to be a vehicle through which they can practically support their local schools.

Statement of Faith

We believe...

- The one true God who lives eternally in three persons – the Father, the Son and the Holy Spirit.
- The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
- The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God – fully trustworthy for faith and conduct.
- The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.
- The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
- The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
- The justification of sinners solely by the grace of God through faith in Christ.
- The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
- The church, the body of Christ both local and universal, the priesthood of all believers — given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
- The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

Our Aims:

1. Encourage young people to explore healthy lifestyle choices.
2. Support the educational experience of young people.
3. Care pastorally for young people.
4. Enthuse young people to play a positive role in their community.

Our Objectives:

1. To provide mentoring relationships to children and young people aged primary six to school leaver who are identified as needing additional pastoral support.
2. To provide personal development classes within schools focused on healthy lifestyle choices and holistic self-care.
3. To partner with schools, engaging with and supporting their pastoral care system. Committing to ongoing conversation and providing relevant feedback to the schools' pastoral care teams about Reach Mentoring.
4. To train, equip and support individuals who will volunteer to mentor young people through Reach Mentoring.
5. To equip the church to engage with and both prayerfully and practically support their local schools and young people.
6. To engage with media in relation to our work and the promotion of our vision.
7. To engage with political representatives, government departments, and statutory bodies in the development and implementation of holistic policy regarding the emotional wellbeing of children and young people.
8. To network and partner with individuals, agencies and churches, in the pursuit of our vision.
9. Care pastorally for young people.

Person Specification

Reach Mentoring are seeking an enthusiastic and well organised individual who will be central in setting the culture and implementing the ethos of the organisation. Your role will be pivotal in communication within the team and with all relevant stakeholders. We are seeking someone who is passionate about using their skill set to unleash young people into their full potential.

Qualifications:

Essential

- 5 x GCSE (or equivalent) at Grade C or above (including Maths and English).

Desirable

- Third level education.

Experience:

Essential

- Experience of mentoring or one-to-one work with young people in a voluntary or paid capacity.
- One year's full-time employment working with children or young people or three years youth work experience in a voluntary capacity.

Desirable

- Experience in facilitating small group discussions.
- Experience of delivering work in an education setting.
- Experience of networking with local churches to represent Reach Mentoring.

Abilities and Skills:

Essential

- Knowledge of issues affecting young people's social, emotional and behavioural well being.
- Understanding of the principles of mentoring.
- Understanding of safeguarding/child protection issues and procedures.
- Excellent oral and written communication skills with the ability to present material to small and large groups.
- Ability to work in a team environment while having the ability to self-manage.
- Ability to use various ICT packages.

- To join with the Reach Mentoring team to develop and engage with creative fundraising strategies.
- Ability to work within the Christian ethos of the organisation; including leading team devotions when required.

Desirable

- Ability to manage and coordinate volunteers.

Personal Qualities:

Essential

- Clearly demonstrate wholehearted commitment to the Reach Mentoring Charter, including Statement of Faith, in their personal life and conduct.

You should clearly show on your application form how you satisfy each of the essential criteria listed above and where appropriate the desirable criteria. Reach Mentoring reserve the right to amend the criteria in order to facilitate shortlisting.