

JOB DESCRIPTION

Job Title	Personal Development Mentor
Reporting to	Head of Services
Responsible for	Day to Day Programme Delivery and Support of Trainees
Location of Work	Larne
Salary Range	£13.31 per hour (under review any uplift to commence in April 25)
Contract Type	Fixed term to 31 st March 2026
Hours of Work	37.5 Hours (Mon to Fri)
Holidays	30 days per annum
Pension	4% (if applicable)
Employee Benefits Include:	Life Insurance, Private Healthcare, Birthday off, Free Parking and Staff Discount across our Social Enterprise Businesses.

Overall purpose of the job:
<p>This post is part of the AEL's Prosper Programme. The aim of the programme is to support those aged 16+ to gain work experience and qualifications, helping them progress into employment, volunteering and/or further education.</p> <p>This programme is open to anyone who is economically inactive, with or without disability.</p> <p>Trainees on the programme will be able to access a suite of services, including developing their work experience by participating in live business activities and completing various industry relevant training courses and qualifications, which will enable them to engage with training, education, and employment.</p> <p>The PDM role will involve assessing the personal development, training and employability needs of trainees on the programme. Providing mentoring support to trainees on your own caseload as well developing/delivering a range of vocational and personal development qualifications.</p> <p>The aim being the development and delivery of a person-centred programme, using both individual and group work sessions to address the issues faced by those we support, in accessing and securing positive progression to employment, volunteering and/or further education.</p> <p>This project is funded by the UK Shared Prosperity Fund</p>

Responsibilities and Duties
<p>Trainee Support</p> <ul style="list-style-type: none"> • To assess the needs and abilities of trainees on the Prosper Programme and agree an individual action plan for each, on a 3 monthly basis. • To carry out distance travelled assessments to monitor soft skill development. • To be particularly aware of trainee/employee's individual needs and abilities, whilst also motivating them to achieve their potential. • To provide training, coaching and skills development to trainees. • To deliver and assist in the development of relevant vocational and personal development qualifications. • To support trainees to access suitable training and work experience both inside and outside AEL. • Assist in planning for the day-to-day work, so that trainees can sample different job roles and develop new skills.

- Deal with any day-to-day operational problems.
- Demonstrate appropriate workplace behaviour to assist trainees to learn the correct workplace etiquette and procedures.
- Supervise trainees and volunteers as required.
- To ensure work tasks are planned, set and completed on time.
- To support, monitor, review, record and report back on trainee's progress against agreed targets.

Performance Standards

- Work independently without direct supervision
- Plan for and manage own caseload effectively.
- Follow through on set tasks and complete all planned activities.
- Maintain a good standard of working practice, setting an example to others.
- Develop and maintain good working relations with Staff, Employees, Trainees, Suppliers and Customers.
- Network with potential external employers and other service providers, including set up and delivery of employer liaison and outreach clinics.
- Undertake and contribute to own supervision and annual job chats to ensure that agreed targets for work performance are in place and met.
- Be willing to complete personal development and training as is reasonably required to assist with the effective delivery of your job.
- Comply with ISO 9001 quality standards.

Documentation & Record Keeping

- Develop and maintain distance travelled assessments, action plans, evaluations and reviews and provide feedback on trainee's progress in relation to their goals.
- To ensure that all documentation relating to the trainee is completed and maintained in an accurate, timely and respectful manner.
- Be aware of current safeguarding legislation and adhere to AEL policies and procedures to always maintain safeguarding.

Safety & Maintenance

- To ensure that the production area and office spaces are well always maintained conducive to a safe and productive work environment.
- To actively comply with and promote all working policies and procedures.
- To always uphold confidentiality regarding Access Employment Limited trainees and business.
- Be a representative of Access Employment Limited Ethos and Values to the outside world and act as a role model and mentor to other staff, volunteers and trainees.
- Ability to cover for colleagues during absences.
- Any other relevant duties commensurate with the role and responsibilities of the post as required by Senior Staff or the Trustees

PERSONNEL SPECIFICATION

Essential Criteria
<ul style="list-style-type: none">• Minimum of a recognised qualification at Level 3 or above OR 2 years (within the last 5 years) relevant experience in a similar role.• A minimum of 3 Level Two qualifications including literacy and numeracy, (e.g. G.C.S.E. NVQ Level 2, BTEC Level 2)• Experienced in the development and delivery of vocational and personal development qualifications at Level 1 and 2 to meet the need of trainees.• Ability to work under own initiative, including effective prioritisation of tasks and ability to work to agreed aims and objectives.• Experienced in the set up and delivery of outreach clinics.• Excellent communication skills both written and oral• Self-Motivated, Energetic and Confident• Ability to build rapport and adapt to trainees needs.• Experience and good knowledge of I.T and database systems including ability to use MS office (Word, Excel) Internet and Email;• Knowledge and experience of working with individuals with additional needs and the barriers they face• Awareness of current Safeguarding legislation.
Desirable Criteria
<ul style="list-style-type: none">• Basic training qualification• Experience of Open College Network qualification delivery• Production/Manufacturing Experience• Experience of working within a social firm