

**Job Description**

**Job Title:** Professional Mentor

**Primary Purpose of Job:** To support young people to thrive by providing child-focused mentoring, role modelling and the opportunity to build resilience and coping strategies.

**Responsible to:**  PM practitioner(s)

**Responsible for:** Young people

Families / carers where appropriate

Schools / referrers

**Contract:** Long-term freelance or PAYE permanent to suit.

Flexible from 2-3 hours up to c.26 hours per week

Usually termtime only. Flexible hours/days, usually during school hours.

**Main Duties:**

* To undertake support planning with mentees and consent intervention processes where appropriate
* To deliver weekly mentoring sessions focused on building a young person’s engagement, wellbeing, self-esteem, aspirations and other outcomes appropriate to the mentee, and offering a safe space to explore challenges and find coping strategies
* To ensure that the young person’s wishes / agenda are the central focus of the mentoring relationship
* To provide timely and accurate sessional mentoring reports to the professional mentoring practitioner, plus regular online reporting against c.6 progress outcomes
* To provide an in-school mentoring service at individual schools as required
* To provide timely and accurate mentoring outcome reports (quarterly/termly as needed)
* To liaise with the practitioner to support Early Help processes / TAC / EHCP meetings
* To undertake supervision at least monthly with their practitioner and clinical supervisor respectively
* To signpost parents / carers / professionals to other services where appropriate

***General responsibilities***

* To promote the values of Mentoring Plus at all times and adhere to relevant policies, esp. Safeguarding and Lone Working
* To maintain consistent communication with the relevant practitioners and other staff with regards to progress and safeguarding
* Enable service user involvement, participation and empowerment within Mentoring Plus and elsewhere in our community
* Submit accurate monthly expense claims to the relevant colleague
* To support the organisation with group participation projects where capacity allows
* To support the wider team occasionally as necessary, e.g. by covering for absent colleagues where appropriate and within capacity
* To maximise skills and confidence by undertaking relevant training and CPD
* To support our fundraising, awareness-building and mentor recruitment, including representing the organisation externally where possible
* To undertake any other duties within the scope of the role

***Person Specification***

Essential (E) or Desirable (D)

**Qualification / training**

* Attendance of Mentoring Plus’s mentor training event (E)
* Experience in providing child-centred mentoring or equivalent (E)

**Experience**

* Relevant professional experience in youth work, education, social work, counselling or other related fields **and / or**
  + A minimum of 1-2 years’ experience in mentoring, utilising the Mentoring Plus model (E)

**Knowledge**

* Structuring mentoring sessions that respond to the diverse needs and interests of young people (E)
* Needs and concerns of young people experiencing a range of different risk factors and vulnerabilities (E)

**Other requirements**

* Full UK driving licence, own car and business insurance, willingness to drive across BathNES and neighbouring counties (expenses paid) (E)
* Ability to quickly build a positive relationship with vulnerable young people (E)
* Working on own initiative (E)
* Calm and positive presence when supporting safeguarding issues (E)
* Compassion when challenging young people (E)

**Conditions**

3 month probationary period