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The Albion Foundation

Youth Engagement Mentor - Job Description

Job Title:	Youth Engagement Mentor
Reports to:	Behaviour Change Manager / Kicks Manager
Location:	West Midlands
Contract Term:	37.5 hours per week, the role will require evening and some weekend working as well as residential delivery
Salary Band:	£17,550 - £19,999 (dependant on experience)
Main roles and responsibilities:	
<p><u>Purpose:</u> To plan and deliver mentoring sessions, group interventions and extra-curricular activities to young people across a range of Foundation programmes.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none">• Deliver a range of mainly classroom based educational interventions, mentoring sessions and enrichment activities in schools to targeted individuals and small class groups, both within curriculum and as out of hours activities• Plan and deliver a range of activities to vulnerable groups as part of the Foundation's holiday provision• Produce relevant and innovative resources that engage targeted young people• Develop strong and sustainable relationships with targeted pupils, key school staff and other professionals• Ensure all provision is delivered in a safe environment with young people feeling safe by adhering to all safeguarding and health and safety regulations and reported• Complete necessary training and CPD• Perform administration duties to support programmes such as organising additional activities• Ensure monitoring systems such as VIEWS and Salesforce are kept up-to-date and accurate• Evaluate the impact of programmes by producing case studies and impact reports• Contribute to the monitoring and evaluation of Premier League, EFL, NCS and other funded programmes• Positively and proactively promote The Albion Foundation using a variety of media outlets• Any other duties deemed appropriate by your line manager	



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Youth Engagement Mentor - Person Specification

Qualifications	Essential	Desirable	Measured
5 GCSEs at grade C or above including Maths and English	✓		Application
Degree / A Level or equivalent		✓	Application
Mentoring / Youth Work qualification		✓	Application
NGB Level 1	✓		Application
Safeguarding qualifications		✓	Application
Experience			
A minimum of 2 years' experience working with young people in various settings	✓		Application/ Interview
Supporting with young people with challenging behaviour	✓		Application/ Interview
Planning and delivering educational and sporting sessions	✓		Application/ Interview
Producing reports that demonstrate impact e.g. case studies and impact reports		✓	Interview
Knowledge			
Understanding of the barriers that vulnerable young people face	✓		Interview
A commitment and understanding of safeguarding and health and safety	✓		Interview
Skills			
Able to develop and sustain relationships and communicate effectively with a range of professionals	✓		Interview
Able to work independently and as part of a team	✓		Application/ Interview
Able to encourage, motivate and enthuse young people	✓		Interview
Able to work to personal targets	✓		Application/ Interview
Basic IT skills to include Microsoft Office products	✓		Application/ Interview
Personal			

A commitment to supporting young people and the principles of equality and diversity	✓		Application/ Interview
In date DBS	✓		
A driving licence and access to a car	✓		Application
Striving to achieve 'The Albion Foundation's Core Values'	✓		Application/ Interview