



Job Ref: SMTN	  Job Description
Job Title:	Youth Mentor – North Craven
Reports to:	Youth Development Manager
Salary / Hours:	37.5 hours per week £25,350 per annum
Main Purpose of Job:	
<p>To take a leading role working with Children and Young People’s Services, Schools, Charities, and other relevant partners, often in a relaxed and informal setting. To support young people to identify and respond to their social, recreational, educational and emotional needs.</p> <p>Most of the work will be one to one with young people in a range of settings. Some group work will take place weekly.</p> <p>One to one work will be carried out face to face for North Craven referrals. For referrals taken countywide young people will have virtual (by Zoom) one to one support.</p> <p>Work with young people will take place in a variety of locations and will include schools, clubs, organisations, projects and in the community.</p> <p>Group work will include targeted youth work and detached youth work. The Youth Mentor will also be responsible for running a busy youth club in Settle one evening per week although on occasion this may be detached work.</p> <p>The purpose of this work is to:</p> <ul style="list-style-type: none"> • To build self-esteem and self confidence in young people • To encourage aspirations and recognise personal strengths and abilities • To facilitate young people’s learning and their personal and social development • To respond to individual and group needs and introduce healthy coping mechanisms for young people • To encourage a positive group atmosphere where young people can provide peer support • To build the capacity of young people to consider risk, make reasoned decisions and take control • To build resilience and maintain progression for young people • To provide one to one support for ‘key’ young people • To signpost young people appropriately • To work closely with parents/carers (where appropriate) to increase positive outcomes for young people • To work closely with other organisations to increase positive outcomes for young people • To engage positively with young people 	

Main Responsibilities and Duties:

- Make referrals to appropriate agencies with support from the school or appropriate agency.
- Accept referrals from appropriate agencies such as Schools and Children and Young People's Services.
- Ensure that NYY policies and procedures are always followed by all staff working in the setting.
- Prepare risk assessments and ensure that these are always followed.
- Record and evaluate the progress of the project and report to appropriate partners.
- Make contact and establish positive relationships with young people based on trust and mutual respect.
- Create opportunities for young people to meet in a relaxed, secure environments.
- Run a weekly youth club.
- Facilitate young people's learning and their personal and social development.
- Create an atmosphere which encourages the development of ideas.
- Develop along with young person a personal action plan which reflects the needs of young people both educationally, socially, emotionally, and recreationally
- Take responsibility for young people during activities in terms of their health & safety.
- Assess the social and educational needs of young people and pass concerns on to the appropriate agency.
- Attend meetings to receive guidance of any changes in current practice and to discuss any other issues that affect the running of the project.
- Attend meeting to increase the positive outcomes for young people
- Maintain and manage a caseload of young people prioritising appropriately.
- Always keep the MYMUP database up to date
- Attend relevant and essential training sessions including, Child Protection training and First Aid training.
- Follow Child Protection Guidelines and report any concerns using the correct procedure.
- Complete other reasonable tasks to fulfil the role purpose or as instructed by the NYY Youth Development Manager.

Principle Working Relationship

Internal

- Youth Development Manager
- Youth Mentor Team
- Youth Development Workers
- Youth Participation Worker
- Youth Workers
- NYY Senior Managers
- Administrators

External

- Schools
- NYCC Staff

Knowledge and Experience

Person Specification:	Essential	Desirable
2 years' experience working with young people including in a youth work setting	✓	
2 Years' experience of managing caseloads in a busy environment	✓	
A recognised youth work qualification at level 3 or higher	✓	
Experience of career guidance to young people		✓
Experience of community development work.		✓
Experience of providing or supporting the provision of information, advice and guidance in a youth work setting	✓	
Experience of influencing change in a system like a school, youth centre or community		✓
Understanding of the national and local policies related to working with young people	✓	
Knowledge about policies and procedures including those relating to safeguarding and equality and diversity	✓	
Good working experience of using virtual platforms eg: Zoom, Microsoft Teams, Skype, WhatsApp, etc	✓	
Excellent communication skills: e.g. written, oral, and through IT media	✓	
Ability to ensure all activity is inclusive and promotes participation	✓	
Ability to work with IT Systems and always keep databases up to date	✓	

Safeguarding and child protection training	✓	
Commitment to and experience of equal opportunities practice	✓	
Understanding the needs and issues faced by LGBTQ young people	✓	
Understanding of Autism Spectrum Disorder and how it affects young people with their social communication and social interactions	✓	
Commitment to young people's welfare	✓	
Commitment to participate in staff meetings	✓	
Able to work flexible hours, including regular evening, weekend work	✓	
Experience of informal education, working face-to-face with young people	✓	
Experience of working with staff from other agencies	✓	
Understanding of the issues that affect young people's lives	✓	
Knowledge of Health and Safety issues	✓	
Holds a valid First Aid Certificate	✓	
Personal Skills		
Ability to work directly with young people to develop their informal education and personal development	✓	
Knowledge of opportunities for young people to take part in	✓	
Good interpersonal skills	✓	
Excellent communication skills	✓	
Ability to maintain an objective attitude	✓	
Ability to problem solve	✓	
Skills to use computer programmes including word processing, internet browser and email applications	✓	
Skills to write plans, recordings, case studies, reports and evaluations	✓	
Ability to support and work with young people on a one-to-one basis	✓	
Skills to establish professional relationships with groups of young people	✓	
Skills and attributes		
Ability to relate to young people	✓	
Ability to run a universal Youth Work session	✓	

Ability to carry out detached youth work	✓	
Able to work effectively on own initiative and as part of a team	✓	
Excellent organisational skills	✓	
Ability to engage young people using innovative and creative practices	✓	
Ability to be adaptable and flexible in working practices	✓	
Ability to research and evaluate	✓	
Presentation skills – able to present to or advocate on behalf of young people to individuals and groups		✓
Ability to persuade and motivate others to adopt a positive approach to education, training and employment	✓	
Ability to organise own workload	✓	
Networking and partnership brokering skills		✓
Ability to work reflectively	✓	
Other Requirements		
DBS certificate	✓	
Car Driver with access to vehicle for work purposes		✓