



Job Ref: SMTN	<div style="display: flex; justify-content: space-between; align-items: center;">   </div> Job Description
Job Title:	Youth Mentor – Scarborough and Filey
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>The majority 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 Scarborough and Filey referrals. For referrals taken countywide young people will have virtual (by Zoom) one to one support. 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 Filey 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 are able to 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		✓