




Job Ref: AYM	 AngloAmerican  Woodsmith Foundation 
Job Title:	Job Description Achieve Youth Mentor
Reports to:	Head of Youth Services
Salary / Hours:	£28,460 per annum /37.5 hours per week
Main Purpose of Job:	
<p>The Youth Mentor role is part of the Achieve Programme, supporting young people to achieve their potential, funded by Anglo American and the Woodsmith Foundation.</p> <p>You will be a school-based Youth Mentor working with a select cohort of young people.</p> <p>You will undertake a significant amount of one-to-one work, during school time, and will also facilitate group sessions and activities in response to the needs and interests of the young people. Across the school holidays you will continue to engage with and support your cohort, signposting them to a range of opportunities and activities.</p>	

Main Responsibilities and Duties:
<p>In your role, you will:</p> <ul style="list-style-type: none"> • Based on trust and mutual respect, make contact, and establish positive relationships with young people. • Support young people to identify and respond to their social, recreational, educational, and emotional needs, where relevant using assessments of need, personal action plans and/or support plans. • Build self-esteem and self confidence in young people. • Encourage young people to realise their aspirations and to recognise personal strengths and abilities. • Facilitate young people's engagement with the wider programme of activities. • Facilitate young people's learning and their personal and social development. • Respond to individual and group needs and introduce healthy coping mechanisms for young people. • Encourage a positive group atmosphere where young people can provide peer support.

- Build resilience and maintain progression for young people.
- Provide one to one support for 'key' young people. Including delivering appropriate interventions based on the needs of the young people.
- Signpost young people appropriately to opportunities, activities, and more formal support
- Work closely with parents/carers (where appropriate) to increase positive outcomes for young people.
- Work closely with other organisations to increase positive outcomes for young people.
- Understand ACE's and trauma-informed care and use this practise to ensure the young person feels safe and develops trust.
- Maintain and manage a caseload of young people prioritising.
- Always keep the Central Management System up to date.
- Record and evaluate the progress of individual young people and the cohort, report to appropriate partners.
- Take responsibility for young people during activities in terms of their health & safety.
- Attend project and best practice meetings as well as training sessions including Child Protection and First Aid
- Follow Child Protection Guidelines and report any concerns using the correct procedure.
- Make referrals to appropriate agencies.
- 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.
- Complete other reasonable tasks to fulfil the role purpose or as instructed by the Head of Youth Services.

Principle Working Relationship

Internal

- CEO
- Head of Youth Services
- Youth Development Manager
- Achieve Youth Mentors
- Change Direction Youth Mentors
- Universal Services Staff
- Administrators

External

- Schools Team
- Anglo-American Contract Manager
- Wider Achieve Team
- Children and Young People's Services

Knowledge and Experience		
Person Specification:	Essential	Desirable
2 Years' experience working with young people particularly those who have faced disadvantage or are from hard-to-reach groups	✓	
2 Years' experience of managing caseloads in a busy environment	✓	
A recognised youth work qualification at level 3 or higher	✓	
Understanding of the importance of trauma-informed support	✓	
Experience of community development work.		✓
Experience of providing or supporting the provision of information, advice and guidance in a variety of settings	✓	
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	✓	
Understanding of suicide, self-harm or harm to others and appropriate risk management	✓	
Knowledge of standard safeguarding and equality and diversity policies and procedures	✓	
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	✓	
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 keep databases up to date at all times	✓	
Safeguarding and child protection training	✓	
Commitment to participate in staff meetings	✓	

Able to work flexible hours, including evening and 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 with young people, both one-to-one and in groups, to develop educational, emotional and social wellbeing	✓	
Skills to establish professional relationships with young people, both individually and in a group	✓	
Knowledge of opportunities for young people to take part in	✓	
Excellent interpersonal skills	✓	
Excellent communication skills	✓	
Ability to maintain an objective attitude	✓	
Ability to problem solve	✓	
Strong digital skills including experience in Microsoft Office (e.g. Word, Excel, Outlook etc.), video conferencing (e.g. Teams, Zoom etc.) and mobile messaging platforms	✓	
Skills to write plans, recordings, case studies, reports and evaluations	✓	
Ability to support and work with young people on a one-to-one basis	✓	
A sound knowledge and understanding of the local geographical area	✓	
Skills to establish professional relationships with groups of young people	✓	
Skills and attributes		
Ability to ensure all activity is inclusive and promotes participation	✓	
Ability to relate to young people	✓	
Ability to run a 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	✓	
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		
Clean DBS certificate	✓	
Car Driver with access to vehicle for work purposes	✓	
Able to work flexible hours, including evening and weekend work	✓	

Supporting young people to
Achieve their potential

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