


Job Ref: TYM	Job Description 
Job Title:	Trailblazer Youth Mentor
Reports to:	Head of Youth Services
Salary / Hours:	£28,460 per annum pro rata. 4 Youth Mentor positions at 18.75 hours per week
Main Purpose of Job:	
<p>Trailblazer Overview</p> <p>The Trailblazer initiative is aimed at addressing economic inactivity and supporting NEET (Not in Education, Employment, or Training) young people aged 18-21years. Launched in the Get Britain Working white paper, the initiative received £240 million in funding to reform Jobcentre Plus and introduce 16 Trailblazers across the UK. Trailblazer focuses on enhancing local support systems, integrating existing work, health, and skills programmes into a holistic offer, and developing evidence-based strategies to support economically inactive individuals into work or learning.</p> <p>NYY's Role</p> <p>The proposed programme will support 4 cohorts of 15 academically under achieving Year 10 students at four different secondary schools across York and North Yorkshire – 1 in the City of York and 3 in North Yorkshire.</p> <p>The Youth Mentor role is to co-develop the programme with individual schools to:</p> <ul style="list-style-type: none"> • Provide a mentoring programme and signpost to extra-curricular activities • Support young people to engage with the next stage of life to prevent them becoming NEET • Support the cohort to broaden their horizons and demonstrate the employment opportunities that different sectors can provide. <p>Overall, the aim of the programme is to provide youth mentoring and enrichment activities to build confidence, skills, and progression into work or training.</p>	

Main Responsibilities and Duties:

In your role, you will:

- 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		
<u>Internal</u> <ul style="list-style-type: none"> • CEO • Head of Youth Services • Trailblazer/Achieve and Change Direction Youth Mentors • Universal Services Staff • Administrator <u>External</u> <ul style="list-style-type: none"> • Schools Team • Children and Young People's Services • Other Trailblazer project holders. 		
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	✓	