



JOB DESCRIPTION

Job Title	Mentor
Working Hours	Flexible as required
Salary	£17,550 pa Pro rata (equivalent to £9 per hr)
Responsible to	Education & Mentoring Team Leader
Location	Meadows One Stop Shop

MAIN PURPOSE OF JOB

As a mentor with Switch Up you will provide high quality mentoring, which is inclusive and supports the wider social mission of the programme. Switch up uses personal development, education and mentoring combined with boxing where appropriate, to support young people in communities affected by crime and violence.

The role is focussed on delivering mentoring support consistently and appropriately to young people from disadvantaged backgrounds. You will be part of the Switch Up team of mentors and education providers and play a key role in supporting young people at risk of involvement in crime and violence.

You will work with individuals and groups on a face to face basis and over a period of time, progress them to positive outcomes in life, work or learning. You will organise and deliver an extensive and holistic support programme to a caseload of mentees.

TASKS:

This list is a general list of duties and does not constitute a full list of tasks. Other tasks will additionally be allocated to this role as and when required.

Main tasks, duties and activities

Provide the Switch Up mentoring service

Work closely with the Education & Mentoring Team Leader to ensure an effective flow of information and coordinated activities

Undertake initial assessments and develop a personalised programme of support, which includes action planning to enable the individual to progress.

Work on a one-to-one basis with the selected number of mentees to enable them to plan and prioritise their next steps in life

Provide accurate computer based records in the Switch Up case management system

Develop an understanding of the local opportunity network and liaise with appropriate agencies/ employers / other support provision.

Maintain ongoing mentoring support throughout the mentee's journey to a positive job or learning outcome, through motivation, and by providing support and guidance.

Collect evidence of attendance, achievement and progression as required by any commissioner/funder.

Provide a single point of contact for individual case managers, partners and external agencies.

Where necessary, refer to and monitor any additional specialist support.

Observe agreed protocols on communication and the sharing and security of information.

Ensure risk assessment information is shared, particularly relating to any restrictions which may impact on employment or training placements.

To contribute to Switch Up's targets by successful achievement of individual targets.

Attend appropriate multi agency meetings

Any other duties

Any other duties which may reasonably fall within the remit of the post holder. This job description is not exclusive or exhaustive.

General responsibilities of all Switch Up employees (paid and voluntary)

- Always present Switch Up in a positive light both in and out of working hours
- Have a passion for working with young people and improving lives
- Actively participate in staff meetings, training sessions, supervision sessions and reviews, planning sessions and in Switch Up's overall development
- Assist in general fund raising events, fundraising and promotion of the work of Switch Up
- Ensure all policies and procedures are followed including Health & Safety, Equal Opportunities and codes of conduct
- Comply with all relevant data protection legislation and any Switch Up policy regarding data protection relating to any employee, supplier, commissioner or partner agency in order to meet the requirements of the General Data Protection Regulation (GDPR)
- Works as a member of the Switch Up team, assisting in all projects when necessary, including the Nottingham School of Boxing
- Promote the safeguarding and welfare of children, young people and vulnerable adults in accordance with Switch Up's safeguarding policy and procedures
- Take responsibility for your own and your teams' professional development by identifying and undertaking learning and development opportunities
- Always act in a risk aware way and follow agreed systems of control

Personal Specification

Personal Qualities	<ul style="list-style-type: none"> • Commitment to both Nottingham School of Boxing and Switch Up’s values and ethos • A passion for making a difference to young people • An ability to engage and influence young people • A desire to engage young people in their wider development • Good Communicator • Pro-active and can demonstrate initiative and responsibility • Team Player who enjoys working in a lively environment • Able to commit to Social Justice and the mission, values and culture of the organisation • Energetic and upbeat • Calm and confident even when things go wrong 	
	Essential	Desirable
Experience	<p>Experience of working with young people in a range of activities and settings</p> <p>Experience of working in a multi-agency environment</p> <p>Experience of planning and delivering interventions</p> <p>Experience of working autonomously</p>	<p>Working with young people impacted by violence, trauma or tragedy</p> <p>Experience of working with projects which seek to address the issues or gang membership, knife crime, youth offending etc</p>
Knowledge	<p>A thorough knowledge and understanding of the physical, social and emotional development needs of young people</p> <p>An understanding of the issues facing young people in both inner city and rural areas</p> <p>Knowledge of youth justice and the needs of hard to reach, marginalized young people within society</p> <p>An understanding of best practice in case recording</p> <p>Strong knowledge of child protection and safeguarding issues and of current best practice with youth work and statutory sectors</p> <p>Knowledge of GDPR, data protection and</p>	<p>Excellent knowledge of and links to local support services for young people across Nottinghamshire</p>

	confidentiality	
Skills	<p>Ability to work flexibly with minimal supervision and organize own time</p> <p>Accuracy of recording both data and case notes in a concise and accurate way and oversea cases using a case recording database</p> <p>Well developed communication skills and an ability to interact with both young people and adults on a one to one basis and in small groups, within a range of contexts</p> <p>A commitment to and understanding of equal opportunities and diversity as they apply to all aspects of Switch Up's work</p>	
Qualifications	A full UK driving licence, with access to own transport and ability to travel to different venues in the community	A qualification in social work, youth work or similar discipline
DBS	An enhanced DBS check is required for this post	

Safeguarding – Switch Up puts safeguarding at the forefront of all its activities. All staff are expected to demonstrate their firm commitment to effective safeguarding practices and high professional standards around all safeguarding issues. An enhanced DBS check is required.

Equal Opportunities - Switch Up is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.