

JOB DESCRIPTION & PERSON SPECIFICATION

POSITION:	Great Expectations – Mentoring Worker
DURATION OF POST:	Initially 12 months
HOURS:	22.5 hours per week
SALARY:	£15,000 – 17,000 (Depending on age and experience) pro rata per annum
HOLIDAY:	25 days per annum plus Bank holidays (Pro Rata) Due to the nature and pressing need of the work you will be required to work such hours as are necessary for the full and effective performance of your duties, including evening and weekend work.
PENSION:	Auto enrolment pension in place.
RESPONSIBLE TO:	Task management - Police officer in charge, Line Management – IB Operations Manager
LOCATION:	Base location Waterwells police station/ Greyfriars House, Glos
DATE JD WRITTEN:	September 2018

JOB SUMMARY

The main responsibilities include:

- Providing one to one mentoring to young people who have attended the great expectations programme
- Undertaking a clear mentoring programme including setting action plans with young people and clear endings to the mentoring relationships
- Keeping up to date records of the mentoring meetings
- Supporting young people to progress to positive outcomes
- Recruit and train mentors to undertake mentoring with young people

JOB PURPOSE

To provide mentoring to young people who have undertaken the Great Expectations programme, and lead on the recruitment, training and implementation of a volunteer mentor programme.

MAIN DUTIES

- Provide mentoring to identified young people who have completed the Great Expectations programme
- Ensure all young people are receiving regular mentoring as agreed in their initial mentoring meeting
- Develop a mentoring contract with each young person outlining the roles and responsibilities of both parties
- Develop relationships with referral agencies for young people to access the Great Expectations programme and progress into other organisations for further support once their engagement with GE is complete.
- Support young people who have attended the Great expectations programme to progress in relevant areas of their life
- Refer individuals to other services where appropriate
- To aid progressions to positive outcomes.
- To support new programmes as appropriate.
- To undertake responsibilities as required to ensure the professional delivery of programmes for the charity.
- Operate within the policies and procedures of IB and the Great expectations partnership

- Develop a volunteer mentor programme
- Recruit and train new volunteers
- Undertake all vetting and clearing for volunteer mentors
- Match volunteers with young people
- Support volunteers in their role as mentoring

PERSON SPECIFICATION

The following are the criteria that will be used for shortlisting:

ESSENTIAL	DESIRABLE
Knowledge of the criminal justice system	Experience of working with young people and facing challenges
Experienced the criminal justice system	Awareness of current issues faced by the Voluntary Sector.
Knowledge of key issues affecting young people such as knife crime, CSE, etc...	Adaptable and shows initiative. Has a high level of personal resilience and emotional and social intelligence.
Experience of working one to one and in groups	Evidence of recent commitment to personal professional development.
Experience of working to targets	IT skills - experienced with Microsoft Office and knowledge of the database.
Experience of working on his/her own initiative and work effectively as part of a team with shared overlapping objectives as agreed plan.	
Experience of handling sensitive issues with tact and diplomacy.	
Communication, interpersonal and presentation skills	
Understanding and promotion of equal opportunities in both staff and client work	
Flexible working hours to meet the needs of the business.	
Driving licence and willing to drive company vehicles	