



Youth Mentor Appointment Brief

Youth Mentor

If you want to change lives, call us - we want to hear from you!

Become part of a dynamic charity, with a great mix of people committed to making a real difference for young people through a range of fun and challenging programmes and initiatives.

Action4Youth changes lives and creates better chances for young people by creating opportunities to discover their personal strengths and potential.

We work with young people from all backgrounds and all abilities to make a real difference to their futures.

We are a respected and dynamic charity based in Buckinghamshire and Milton Keynes but reaching young people across the wider south east region.

This is an opportunity for someone with a can do attitude and a strong desire to make things happen.

You will join a supportive, driven, committed team whose desire to achieve is matched by an intention to enjoy work on a day to day basis. You will be based in Aylesbury. You should expect to enjoy being part of a collaborative, loud and energetic organisation.

Our Mission

To support all young people's growth towards fulfilling and responsible adult lives, Action4Youth develops physical, mental, spiritual, moral and cultural abilities which act as:

- A Springboard towards realising dreams
- A Safety Net for those at risk
- A Voice of influence from the young and for the young

In order to benefit as many young people as possible while maintaining Action4Youth's financial stability, we partner with those (government, schools, youth clubs, businesses, trusts and foundations and others) who share our mission.

What we do

Action4Youth delivers various youth programmes including; the National Citizen Service (NCS), The Inspiration Programme (TIP), The Junction and an established mentoring programme.

Action4Youth takes the strategic lead for the voluntary organisations supporting children and young people aged 5 – 25 years across its area. It has around 75 organisations in membership and offers a range of essential support and services.

Our outdoor education centre, Caldecotte Xperience in Milton Keynes, creates opportunities for young people to have amazing, challenging, fun and sometimes transformational experiences. They learn what they can do rather than what they can't, building their confidence and self-belief.

Action4Youth is the operating authority for Buckinghamshire, Milton Keynes and Northamptonshire for Open Awards Groups for the Duke of Edinburgh Award Scheme.

Job Description

Job Title

- Youth Mentor

Location

- Aylesbury Vale

Position in the Organisation

- Reports To: Counselling Lead
- Working With: The Action4Youth team and external agencies

Main Purpose and Scope of the Role

The Youth Mentor will deliver one to one mentoring to a caseload of young people aged 11 to 17 years who are identified as at risk. The mentor will work in partnership with schools and other organisations such as social services, the Youth Offending Service and Buckinghamshire Council to identify and refer young people for the programme.

The mentor will work with a mixture of young people from different backgrounds, some of whom may have disabilities or additional needs. This intervention will work with young people who are experiencing low self-esteem and confidence, anxiety, low level mental ill health and challenging behaviour.

In order to build a rapport with the young person interactions will be face to face and the mentor will meet them for approximately 1 to 2 hours per week for a 10 to 12 week period.

The mentoring programme is free of charge for all young people.

Activities structure and the role:

- To be a positive role model at all times
- To liaise with schools and other key organisations to promote the mentoring service and receive referrals.
- Build a rapport with young people and manage a caseload.
- Conduct weekly mentoring sessions with young people and to provide advice, guidance and information to young people to allow them to make informed decisions
- Work with young people to direct, and then support them, into more positive activities in their local community

- Create action plans with young people to identify their next steps
- Keep records of interactions and use the Outcomes Star framework
- Attend quarterly reporting meetings with Buckinghamshire Council and report data as per the contract KPI's
- Maintain a quality service at all times
- Ensure Health and Safety and Safeguarding procedures have been followed and incidents reported.

Duties and Key Responsibilities

- To have knowledge of and comply with the Data Protection Act.
- To be aware of and comply with Health and Safety procedures.
- Report any behaviour, conversations or comments which are inappropriate within a setting for young people.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.

General Responsibilities

- Support the continued development of quality standards as specified by Action4Youth.
- To have regard for the vision, mission and values of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.

Person Specification: Youth Mentor	Essential (E) Desirable (D)	Demonstrated at: Application (A) Interview (I)
Skills, Experience and Knowledge		
Previous work experience in the youth, education or community sector	E	A
Experience of planning, monitoring and evaluating work with young people	D	I
Excellent communication skills, including being able to positively engage with young people from a wide range of backgrounds and actively involve them in the decision making process.	E	I
Confident user of IT, including Excel, Word, PowerPoint	E	A
A full UK driving licence and access to a vehicle	D	A
Experience of sourcing and building relationships with key partners and stakeholders	D	I
Experience of using the Outcomes Star framework	D	I
Experience of working with young people with challenging behaviour	D	I
Qualifications		
A qualification and/or experience in Youth Work/ mentoring	E	A
Personal Attributes		
A team player with a cheerful disposition who is outgoing, friendly, approachable, flexible and enthusiastic	E	I
Committed to young people's personal and social development and to providing opportunities which enable them to reach their full potential.	E	I
Integrity and discretion when dealing with sensitive information and compliance with data protection requirements	E	I
A flexible approach to work including willingness to take on tasks outside the normal remit and to work irregular hours.	E	I
Ability to understand and deliver effective communications to diverse audiences.	E	I
Ability to work alone using own initiative	E	I

Be committed to personal development and further training, as appropriate to the development of the role and Action4Youth	E	I
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To Apply

To apply for this role please send a copy of your CV and a covering letter explaining why you are applying for this position to ian.knight@action4youth.org

If you would like an informal chat regarding the role please email Emily Davis emily.davis@action4youth.org or call 0300 003 2334

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www.action4youth.org

Action4Youth is committed to safeguarding and protecting the young people that we work with. All our posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We have policies and procedures in place that promote safeguarding and safer working practices across the organisation.