



Role Profile: Mentoring Coordinator

INSPIRE
An OnSide Youth Zone



ROLE PROFILE

POST:

Mentoring Coordinator

SALARY:

£23,000 - £26,000 (dependent upon experience)

LOCATION:

Inspire Youth Zone, Chorley

REPORTING TO:

Youth Work Manager

CONTRACT:

Fixed Term 12 Months: full-time, 37.5 hours per week

BENEFITS:

3% matched contribution pension; 33 days holiday inclusive of Bank Holidays + birthday leave



INSPIRE YOUTH ZONE

Zones are amazing places: accessible, vibrant, welcoming, fun, and caring are just some of the words used by young people to describe their Youth Zone. Youth Zones are for young people aged 8 to 19, and up to 25 for young people with additional needs. Inspire Youth Zone is part of the growing Onside network alongside multiple other Youth Zones across the UK.

Inspire Youth Zone opened in 2018, is centrally located, dedicated to young people making a bold statement about the importance of giving young people high quality places to go in their leisure time and has big ambitions to be a flagship for quality youth provision. Open 7 days a week, at weekends and during school holidays, the Youth Zone's purpose is to help young people grow to be happy, healthy, and successful adults. The state-of-the-art £4.8 million building will provide young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm, and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music, and media suites.

That is why Inspire Youth Zone won't just be a place to go - but a place to grow. That is the power of exceptional youth work.

Check out our [why work for us page](https://www.inspireyouthzone.org/get-involved/)

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THE ROLE

The Mentoring Coordinator will deliver an effective, structured Mentoring and Development programme to vulnerable and at-risk children and young people from across Chorley.

You will be responsible for the management of a cohort of young people and their volunteer mentors. You will match young people with appropriate mentors and manage the mentoring relationship they share. This role involves working in an innovative and creative way to engage children and young people and proactively support their development through the mentoring process to achieve positive outcomes outlined by the ECM framework.

Children and young people will be referred to the mentoring programme from several agencies including Children's Social Care, Family Support Teams, Youth Offending Services, Schools, Health Practitioners and many more. This post requires a multi-agency approach involving consistent, regular communication with all professionals involved with the young person to meet their needs and improve their outcomes effectively.

Meeting targets as outlined by funders is a significant element of this role to ensure the quality of support young people and their mentors receive to achieve outcomes.

This post involves a commitment to the completion of all relevant paperwork, reports and recording processes ensuring they are both accurate and timely.

KEY RESPONSIBILITIES

- Ensure there is a full comprehensive training support package in place for mentors
- To complete relevant processes creatively to support the mentoring relationship and promote positive outcomes including:
 - Consent and enrolment of children/young people
 - Initial Assessments
 - Consistent supervision of mentors and mentees
 - Children / young person led action plans which are solution focused
 - Evaluation
- To guide, support and advise Mentors to ensure that they support their young person effectively and to the best of their ability. To promote the development of Mentors skills both on a one-to-one basis and via group work sessions
- Support children and young people through the mentoring relationships around a variety of issues such as education, training, mental health, behavioural, bullying, and personal development
- To manage and monitor the mentoring relationship between mentor and young person. To maintain regular contact with both parties ensuring regular updates including: the relationship, Young Person's progression, any issues or concerns, professional information
- To use innovative methods to engage children and young people onto the project and build and maintain positive relationships
- Plan, organise and facilitate activities in a creative way, utilising the variety of facilities at Inspire Youth Zone. Undertake issue-based group activities where appropriate to support young people
- Develop and maintain strong working relationships with external partners, including Children Social Care, Children Family Wellbeing, Schools, and other services that work with children and young people to create greater integration and ensure better outcomes for young people
- To have responsibility for promoting and safeguarding the welfare of children and young people at all times, including recording and documenting all concerns and liaising with Inspire's DSL
- To understand and adhere to Inspire Youth Zones policies and procedures at all times with particular emphasis on equal opportunities, health and safety and safeguarding
- To promote a positive image of Inspire Youth Zone through professional operation and conduct with all our stakeholders and the public
- To promote cultural cohesion and inclusion and proactively challenge any prejudice and discrimination
- To undertake training as agreed with your line manager
- To meet agreed performance indicators and priorities
- To attend performance support reviews and an annual appraisal with your line manager



PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Experience of engaging and communicating with difficult and hard to reach young people	Essential
Experience of making assessments on the individual needs of young people and developing appropriate support packages	Essential
Experience of engaging and working with diverse groups of young people including LAC, Young Carers, NEET	Essential
Excellent planning and organisational skills that enable young people to achieve set outcomes	Essential
Experience of line managing and supporting volunteers	Desirable
Experience of completing reports in line with funding, contract and manager requirements and maintaining up to date recording of information	Desirable
Experience of working within a multi-agency framework to promote best outcomes for children and young people	Desirable
SKILLS, KNOWLEDGE, AND ATTRIBUTES	
Understanding of Health and Safety, Child Protection and Safeguarding, Confidentiality and Equal Opportunities procedures	Essential
Ability to hold confidential information and willing to work towards a high threshold of confidentiality	Essential
Excellent IT skills, especially Microsoft packages	Essential
Excellent organisational skills	Essential
A commitment to inclusive practices and equality of opportunity for all	Essential
Excellent communication skills	Essential
Proven experience of managing Child Protection and Safeguarding cases	Essential
Experience of compiling Risk Assessments and Health and Safety management	Desirable
Excellent negotiation skills with a range of professionals	Essential
Ability to self-motivate and work to set deadlines to meet project targets	Essential
Ability to work on own initiative and make decisions under pressure.	Essential
QUALIFICATIONS AND TRAINING	
Degree or relevant experience working with young people	Essential
GCSE or equivalent literacy and numeracy	Essential
Evidence of ongoing professional development (for example Safeguarding, health & Safety, Management	Essential
Willingness to undertake further training as required	Essential
SPECIAL REQUIREMENTS	
A willingness to work flexible hours	Essential
A willingness to cover events, holidays and staff absence	Essential
DBS clearance and committed to Safeguarding children	Essential

GENERAL INFORMATION

The normal hours of work are 37.5 per week, or those necessary to fulfil the requirements of the position. There will be a requirement to work outside the normal 9 to 5, Monday to Friday, working week, including evenings and weekends. This will mean working flexibly across the week, to suit the needs of both the role and the individual.

APPLICATION PROCESS

To apply, please email a CV to ryan.powell@inspireyouthzone.org, together with a concise covering letter setting out your reasons for applying for this position. In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check.

For information regarding how OnSide processes your data, go to [OnSide Youth Zones Job Applicant Privacy Notice - OnSide Youth Zones](#)

CLOSING DATE FOR APPLICATIONS:

Sunday 1st May

INTERVIEW OVERVIEW:

Week of Monday 2nd May



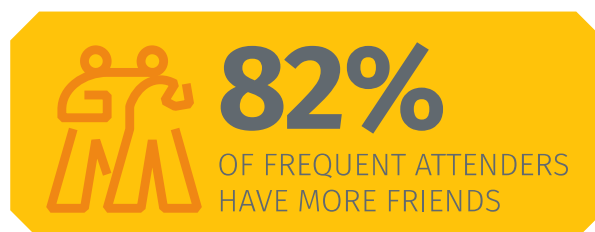
The strength of OnSide comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds, locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.



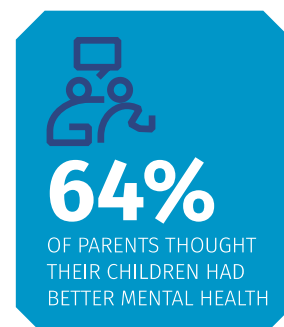
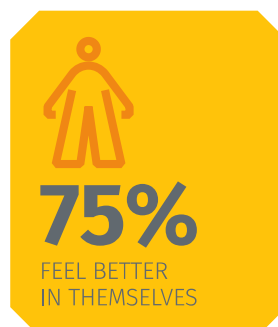
PROVEN IMPACT



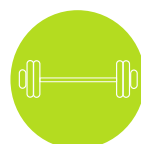
GIVE YOUNG PEOPLE A SAFE EXCITING PLACE TO GO TO HAVE FUN,
BUILD THEIR SOCIAL NETWORKS AND SUPPORT THEIR PERSONAL DEVELOPMENT



HELP YOUNG PEOPLE LEAD HEALTHIER, HAPPIER LIVES



WORKING FOR INSPIRE



Onsite fitness
gym/boxing



33 days
annual leave
(pro rata)



Convenient
location, easily
accessible



Employee
Benefit
Programme*



Partnership
working



Learning and
development
opportunities



Flexible
working



Pension
scheme



Part of a
wider network



Branded
workwear



Working with
like-minded
people and
cultures



Covid related
absence and
special leave

WORKING FOR INSPIRE

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OUR VISION

A charity at the centre of our community, a place where young people can be safe, be inspired and have fun!

OUR MISSION

To provide an inspirational and exciting place for the young people of Chorley to make friends, try new things, have fun, and get support if they need it.



OUR VALUES

SUPPORTIVE

- We create a culture of warmth, where all young people feel welcome, safe and supported.
- We are genuine, caring and nurturing.
- We work as a team, supporting each other to achieve excellence.

COMMITMENT

- We are committed to making a positive difference to young people's lives.
- We deliver on our actions and goals by seeing them through to completion.
- We consistently put 100% effort into everything we do.

PRESENT

- We bring enthusiasm and visibility to our work.
- We consistently provide high quality sessions for young people.
- We bring our individual energy and effort to every session.

AMBITION

- We consistently develop, evolve and are pioneering in Youth Work.
- We are driven to take on new challenges and opportunities.
- We are passionate about being the best.

ALWAYS INSPIRATIONAL

- We create a fun environment, that encourages young people to achieve their full potential.
- We lead from the front and set achievable expectations.
- We open up new experiences, opportunities and adventures for young people.

