

## Job Description – Resilience Mentor ESF

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| <b>Post</b>         | Resilience Mentor working on the BOOST Plus Programme funded by the Greater London Authority (GLA)  |
| <b>Job Purpose</b>  | To mentor a case load of young people on a one to one and small group basis. To assess and build their resilience to cope better with transition and change with a view to them progressing into and sustaining education, training and job outcomes. |
| <b>Salary Scale</b> | £27,000. A defined contributions pension scheme will be available with these posts.   |
| <b>Location</b>     | As per letter of appointment but within central and/or east London  |
| <b>Line Manager</b> | Team Leader – BOOST Plus  |

### **BOOST Plus**

BOOST Plus is an ESF funded programme commissioned by the GLA. Resilience Mentors will use a resilience compass assessment tool and Resilience Project Australia project materials to support 15-19 year olds at risk of becoming NEET into sustainable learning and work outcomes over a 15 month period.

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1. Be deployed to schools and colleges and mentor a caseload of young people aged 15-19 at risk of NEET to include care leavers, looked after children, young carers and those in receipt of an Education Health Care Plan
2. Manage referrals of eligible young people from senior leaders in your host institutions
3. Network with referral organisations e.g. Young Londoners Fund, FE colleges, National Citizenship Service and BOOST Buddy volunteers to further develop the resilience of young people on your caseload
4. Publicise the programme to young people and host institutions, parents/carers and local agencies through briefings, meetings, local events and social media
5. Manage a caseload of young people to include taking new referrals whilst at the same time providing ongoing mentoring and support to those already on programme. Mentoring and support will last a maximum of 15 months for each young person.
6. Undertake a needs assessment using our Resilience Compass with all young people in the caseload and agree a bespoke, person centred action plan which each to address

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areas of low resilience, identify their learning and work goals and ways of achieving them.

7. Identify relevant activities e.g. week long Summer activity, accredited employability programme, referral to an out of school activity for each young person on your caseload to boost their resilience or identify a learning and career pathway
8. Provide practical support to young people on their case load that supports them to make effective transitions into sustainable EET outcomes e.g. attend a college interview with them, take them to an out of school activity
9. Place young people into education, employment, apprenticeships & traineeships liaising closely with providers to ensure that young people receive the after care support they need to maintain the placement including mentoring retention support where appropriate
10. Establish and maintain effective working relationships with the range of professionals who work with young people in assigned delivery areas
11. Undertake innovative or developmental work to improve outcomes for young people in the target groups
12. Maintain computer and manual record systems in accordance with European Social Fund and GLA guidelines and procedures, to include narrative reports, performance against target and case studies of young people on your caseload
13. Actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
14. Be fully conversant with safeguarding and child protection in the context of working in schools and colleges
15. Any other duties appropriate to the level of the post

### Personal Specification

- Experience in coaching, mentoring, careers guidance or a related field, a relevant qualification at Level 4 desirable.
- Experience of working with young people who may be facing barriers to remaining in statutory education/sustainable learning, training or employment in formal or informal settings and an understanding of the barriers they may face

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- Experience of working in a target driven environment and demonstrable evidence of success
- Knowledge of the education, employment and training field
- A high level of self-motivation and an ability to manage conflicting pressures and deadlines
- Ability to establish and maintain relationships with a variety of people at different levels within organisations
- Experience of carrying out assessments of young people 's needs and developing programmes of support tailored to meet individual needs
- High level of self-motivation and an ability to achieve targets, work remotely and monitor own work and performance
- Ability to develop creative solutions and approaches to help young people succeed
- Ability to make use of the company's computerised systems and maintain accurate paper records
- An understanding and active commitment to equality and diversity
- Willingness to work across a number of boroughs and work flexibly including some evenings and Saturdays