

Job Description

Job Title:	Resilience Mentor
Reports to:	Team Leader – BOOST Plus
Salary:	£27,000 .00 per annum
Location:	London

Purpose

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.

Main Duties and Responsibilities

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 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

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or

concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.

8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center">Person Specification</p> <p align="center">Job Title: Resilience Mentor – BOOST Plus</p> <p align="center">(E=Essential D=Desirable)</p>
SKILLS AND CORE COMPETENCIES
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Experience in coaching, mentoring, careers guidance or a related field, a relevant qualification at Level 4 (D)
<p>Experience</p> <ul style="list-style-type: none"> • 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 (E)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Experience of working in a target driven environment and demonstrable evidence of success • Knowledge of the education, employment and training field
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> • 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
<p>Safeguarding</p> <ul style="list-style-type: none"> • Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) • This post requires a Disclosure and Barring Service Check at Enhanced level (E)
<p>Other</p> <ul style="list-style-type: none"> • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)