



Our Place Mentoring Scheme Early Help Mentor

Job Description

Role: Early Help Mentor.

Hours: 30 hours per week.

- Monday – Friday with occasional weekends
- Flexible hours to meet the needs of the service
- Working across Sutton Coldfield and Erdington*

Salary: £22,000-£23,000 pro rata (£11.70 per hour)

Contract Type: Fixed term

Our Place Mentors:

A Mentor with the Our Place Mentoring Scheme is a caring, responsible, adult who serves as a listener, critical friend and role model to children, young people and parents/carers. They help to ensure that the Mentee develops important life skills by working through challenges together, developing emotional well-being and healthy relationships. Our Place Mentors enable their Mentee to be exposed to new opportunities and a wide array of resources enabling and equipping them to make positive change.

Purpose of the Early Help Mentors: To give children and young people in need of social, emotional and mental health support the companionship / partnership of a caring adult through short term; early intervention 1-2-1 and group based mentoring.

Objectives of the Early Help Service

This is a newly established service in Birmingham which will be delivered in partnership with Barnardos and Birmingham City University.

The service aims to provide caring and responsive mentoring support to meet the needs of young people. This will be achieved by providing young people with encouragement, support and constructive challenge and through engaging young people in positive activities and conversations that will equip them with lifelong skills and emotional resilience.

Service Outcomes

- Young people to have an increased understanding of their own emotional needs and be equipped with strategies to help cope with stresses and strains of everyday life.
- Young people to have a positive attitude towards learning and career aspirations.
- Young people to build strong and healthy family and peer relationships.

Key Role and Responsibilities

- To receive referrals from the designated Early Help Localities of young people requiring mentoring support.
- To work independently to plan and deliver bespoke sessions to meet the needs of young people being mentored.
- To proactively source resources and materials that will assist in delivering effective support to young people.
- To provide one to one mentoring support to young people over a 6 six-week period, including goal setting and action planning to address needs.
- To facilitate group based mentoring as required.
- To undertake mentee evaluations at the beginning and at the end of the mentoring support and where appropriate consider if the mentee requires additional support.
- To ensure mentees exiting the service have clear exit strategies, including onward referrals where appropriate.
- To attend relevant meetings appropriate to the role of a mentor.
- To input and use the ECIN Case Management system and MentorNet to record and monitor the work undertaken with mentees.
- To attend regular case management meetings with line manager.
- Consider the impact of safeguarding whilst planning activities for young people being mentored.
- To complete appropriate risk assessments when the activity being undertaken demand this.
- To ensure that equality of opportunity is reflected in all areas of work planned and delivered.
- To undertake identified training required by the role.
- To attend regular team meetings.

Other role requirements:

- To attend practice supervision sessions as required.
- To attend Our Place training courses and access relevant external training for professional development.
- To record and communicate safeguarding issues/concerns to school and the Mentoring Scheme Coordinator/ Safeguarding Leads.

* This role will see support being delivered to young people across the Sutton Coldfield and Erdington localities. There may be occasions where there is a requirement to work outside of these localities but within Birmingham.

The Mentor's commitment to Our Place Mentoring Scheme

- To be able to provide high quality impacting support to Mentees on a regular basis.
- To serve as a positive role model when representing the Our Place Mentoring Scheme by modelling desirable behaviours - e.g. consistency, patience, tolerance, and reflective listening.
- To be open to take constructive feedback regarding mentoring activities by staff, supervisors and Mentees.
- To be willing to report any problematic issues including safeguarding issues noted in your sessions.
- To have access to transport (Own or public transport) to ensure you arrive on time for your Mentoring sessions and meetings.
- To be willing to adhere to all Our Place Mentoring Scheme policies and procedures and live in accordance with the Our Place values and ethos.

The Mentor's commitment to the Mentee

- To support a young person through an ongoing, one-to-one relationship.
- To maintain confidentiality at all times.

- To be dependable and consistent in meeting the time commitments you have made to your Mentee.
- To serve as a positive role model and act as a resource and guide.
- To build the relationship by planning and participating in activities together.
- To build mutual respect.
- To help set goals and work toward their completion.
- To be patient and understand that the mentoring relationship is a process that takes work and time.
- To respect the mentee's right to self-determination and independence.
- To be respectful of the Mentee's time, opinions, and decision-making.
- To be comfortable with establishing appropriate boundaries with the Mentee.
- To be encouraging and supportive of the Mentee.
- To be an advocate for the Mentee.



Our Place Mentoring Scheme Early Help Mentor Person Specification

Personal Qualities and Skills:

- Able to provide positive encouragement.
- Able to listen effectively with understanding and empathy.
- Able to support Mentees in setting out and working through personal goals.
- Able to seek out relevant contacts within the community and signpost as appropriate.
- Able to be non-judgemental.
- Able to create a safe and empathetic environment for mentoring.
- Able to work on a one to one basis with children.
- Able to lead group mentoring sessions.
- To be a well-balanced person.
- To be a natural, genuine and consistent person.
- To be honest and open.
- To have patience and able to allow structured silence.
- To be committed and self-motivated.
- Able to manage time and travel requirements effectively.

Qualifications and Experience:

Essential

- 18 years old or above.
- Pass qualification in English and Numeracy.
- Basic knowledge or qualification in IT.
- Experience of working with children/young people.
- Experience of dealing with complex cases.
- Experience of working with children from diverse backgrounds and on both a one to one and group basis.
- Knowledge and training in safeguarding.

Desirable

- Relevant Professional Qualification in relation to working with children, young people and families e.g. Social Care, Youth or Community Work, Level 3 Award in Mentoring (Desirable)
- Knowledge and understanding of issues and challenges affecting young people including behavioral issues, emotional well-being and mental health, domestic abuse, impact of trauma