

## **MEDWAY COUNCIL - JOB PROFILE**

<b>JOB TITLE</b>	Youth Mentor
<b>DIRECTORATE</b>	Children's Services
<b>SERVICE</b>	Adolescent Multi Disciplinary Team
<b>RESPONSIBLE TO</b>	Senior Youth Worker
<b>GRADE</b>	Range 3

### **MAIN PURPOSE OF JOB**

The role of the Youth Mentor is to work with young people aged 11-18 who are open to Children's Services or Voluntary support. Young people may be experiencing an array of difficulties such as criminal or sexual exploitation, gang affiliation, substance use and suffering with mental health difficulties etc. Intervention will predominately be with the young person, rather than the whole family.

Youth Mentors will work with the young person around any difficulties that may be presenting, for example managing emotions, self-esteem, socialising with others, online safety, healthy relationships, life skills and supporting young people to access education, training or employment.

The Youth Mentor will also introduce the young person to positive activities via Medway Youth Service in the hope that when our involvement ends, the young person still has access to support.

Typically, a youth mentor will support young people for up to 3 months, however this depends very much on the individual needs of that young person.

Youth mentor deliver a mixture of 1-1 and group-based work that promotes personal and social development, challenge, enjoyment and results in recorded and accredited learning

Support young people to engage in youth work activities centres and projects across the area.

Youth mentors may also be required to work flexibly, which may involve evenings.

All staff working in the department have a responsibility for promoting and supporting the Council's policies and procedures for safeguarding. You should ensure that you carry out your duties and work at all times in a way that ensures the safeguarding and welfare of service users.

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## KEY CORPORATE ACCOUNTABILITIES

To actively promote work life balance and flexible working in order to achieve high quality service delivery.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to Section 17 of the duty of Crime and Disorder Act 1998 to prevent crime and disorder.

At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

## ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE

The children and young people of Medway have said the following qualities are really important to them:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be consistent and Stable
- ✓ Be contactable
- ✓ Understand me
- ✓ Be honest
- ✓ Be Focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

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## PERSON SPECIFICATION

QUALIFICATIONS	Assessment Method
NVQ Level 3 in a relevant related discipline	Application
GCSE's Grade 5 and above including English and Maths or equivalent qualification	Application
NVQ4 in Working with families with multiple and complex needs or willingness to work towards (desirable)	Application
Child Protection Level 2 (or working towards)	Application
EXPERIENCE	
Recent experience of working with young people in a youth, school or other community related setting.	Application/ Interview
Knowledge and understanding of local issues in relation to young people's services	Application/ Interview
Experience of mentoring, case work and use of case management recording	Application/ Interview
Experience working with vulnerable young people, specifically young people at risk of or in the care system	Application/ Interview
Demonstrable experience and understanding of social education	Application
Experience of working in a multiagency team ( <i>Desirable</i> )	Application/ Interview
Experience in an area that could add value to the youth work curriculum (i.e. sports, music, cookery, arts, training etc) ( <i>Desirable</i> )	Application/ Interview
SKILLS	
Has technical/specialist/policy & procedural knowledge and applies it across a wide range of activities. Completes a range of complex tasks such as report writing, presentations, detailed assessments and calculations.	Application/ Interview
Uses judgement and creativity to assess situations and solve varied problems and/or develop short term plans.	Application/ Interview

Uses written and oral communication skills to present varied information in an understandable way to a range of audiences.	Application/ Interview
Works within defined procedures and can work independently, using initiative to deal with straightforward situations, referring to supervisor/line manager for unusual or difficult problems.	Application/ Interview
Carries out tasks which impact on the well-being of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.	Application/ Interview
Can explain straightforward tasks to others, where required.	Application/ Interview
An ability to work with young people using a targeted approach that assesses need, sets and monitors goals and celebrates the achievements.	Application/ Interview
An ability to work as part of a team or own initiative to develop programmes, objectives and contributing to the development of young people	Application/ Interview
Ability to think about alternative ways of doing things and being open to new work practices and responsive to change.	Application/ Interview
<b>PERSONAL QUALITIES</b>	
Ability to plan and set objectives, initiating ideas for managing their own workload.	Application/ Interview
Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs.	Application/ Interview
Evidence of continuous professional development (Desirable)	Application
<b>OTHER REQUIREMENTS</b>	
Must hold a current UK full driving licence and have access to a car for business purposes	Application
Commitment to equality and diversity, seeking to remove barriers that may prevent people accessing services	Interview
Enhanced DBS check	Application

## **ORGANISATION**

### **(i) ORGANISATION CHART**

### **(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED**

The post holder reports to the Senior Early Help Worker

### **(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER**

The post holder will be expected assess the needs of young people and to contribute to the area delivery plan. There will also be liaison with external agencies and partners.

### **(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES**

The post holder have no specific management responsibility, but will from time to time be expected to ensure that part time and voluntary staff are working in accordance with policies and procedures and aiding the youth development worker to ensure professional competence in delivering high quality youth work programmes in the assigned area

### **(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS**

To offer activities, support, information and guidance and informal learning opportunities to young people aged 11 - 18 years. To work with partners and agencies to bring together skills and expertise to support young people with the needs and aspirations

## **FINANCIAL ACCOUNTABILITIES**

Support the monitoring of the use of financial and other resources in the assigned area to ensure they are used to maximum effect in accordance with Medway Council's financial budget management standard and procedures.

## **WORKING ENVIRONMENT**

The post holder will be based in one of Medway Council's establishments.

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