

Project:	<p>Starting Point – Providing mentoring and creating opportunities for young people aged 11-25 who face disadvantage.</p> <p>The success of the relational, tailored, and holistic approach of Starting Point’s one to one mentoring has now provided an exciting opportunity to meet with young people referred through local schools, A&E and by other partners. Community mentoring focuses on both practical and wellbeing support as well as supporting young people to access positive opportunities and activities.</p> <p>Starting Point is part of The Mustard Tree where we are passionate that every individual has the opportunity to thrive. As a charity with a Christian ethos the projects we generate are inspired by our faith and designed to serve all our diverse community. Last year our projects benefitted 512 people, made possible through our 265 volunteers. We worked with 40 partners, trained over 240 people and hosted 113 activities.</p>
Role:	Community Mentor
Hours:	37.5 hours a week (this may include some out of office hours and evening work)
Salary:	<p>£22,863.00 to £24,263.00</p> <p>Benefits include a NEST Pension scheme, generous annual leave entitlement of 23 days increasing to 30 days over 5 years (FTE), flexible working, health and wellbeing support, and a commitment to ongoing training and development.</p>
Key Tasks:	<ul style="list-style-type: none"> • Meet with young people helping them access support in the community or matching them to a Volunteer Mentor for long term mentoring. • Provide ongoing 1-2-1 mentoring and oversight of volunteer mentors. • Training and coordinating volunteers. • Supporting activities such as our hub. • Complete monitoring, recording, and reporting. • Developing relationships with referrers and local community groups • Represent the Charity and its ethos.
Reports to:	Programme Manager
<p>Young People - Mentees</p> <ul style="list-style-type: none"> • Meeting young people in the community and work with them to access the right support. • Complete ongoing research tailored to each young person to help them connect with opportunities. • Directly mentor a caseload of young people one-to-one. • Match young people to Volunteer Mentors. • Support activities run by the Starting Point team for young people. • Complete relevant paperwork. <p>Volunteer - Mentors</p> <ul style="list-style-type: none"> • Develop a team of Volunteer Mentors ensuring they feel valued, have a smooth recruitment process, and receive regular communication whilst waiting to be matched. • Match Volunteer Mentors to young people, tailoring the match to suit the young person’s unique needs and aspirations. • Encourage and support the mentoring relationships, providing ongoing information, advice, and guidance. • Provide regular team meet up sessions for mentors. • Co-lead essential training including mentoring training and safeguarding. 	

Relationship Building

- Work with the Programme Manager and wider team to maintain good relationships with local partners.
- Connect with the Schools Mentors to ensure support continues for young people who need it when their in-school mentoring ends.
- Develop local knowledge of community groups and activities, for young people to access.

Monitoring, Reporting and Administration

- Write up mentee case studies and success stories.
- Complete evaluations, case studies, and progress tools
- Ensure the trackers and database are kept up to date to support with evidencing impact easily
- Support the Programme Manager with administration, monitoring and reporting.

Values and Vision

- To be able to clearly communicate and demonstrate the values of the project and the vision and ethos of the charity.

PERSONAL CHARACTERISTICS

The Starting Point Community Mentor should demonstrate competence in the following:

Ethical Behaviour: Understand ethical behaviour and demonstrate integrity, ensuring your behaviour is consistent with the ethos and values of Mustard Tree. *Please read The Mustard Tree ethos.*

Effective Communication: Listen, speak and write clearly, professionally and in a timely manner using appropriate and effective communication tools and techniques.

Innovation: Be creative in engagement and ongoing work with young people, creating an inclusive environment that supports them in overcoming barriers and taking positive steps forward.

Adaptable: Use time and resources intelligently, being responsive to varying and changing needs.

Positive Engagement: Show compassion and positively influence and inspire young people to achieve positive change.

Decision-making, organising, planning and problem solving: Understand the needs of our young people; assess situations to determine importance, urgency and risk; make clear decisions.

EXPERIENCE & QUALIFICATIONS:

Essential:

- Experience of working with young people aged 11-25 (in either a professional or voluntary capacity).
- Good communication skills.
- Ability to communicate the values, vision and ethos of the project and charity.
- PC literate (Word, Excel, PowerPoint, Outlook) and general administration skills.
- Understand the causes and effects of why young people may end up in A&E, not engaging positively with school, or being NEET.

Desirable:

- Experience of working with volunteers
- Experience of working in either the health, education or social care sector with young people;
- Knowledge/experience of producing monitoring reports;
- Experience of using databases for monitoring and updating records e.g. Charity Log

FOR THIS ROLE YOU WILL NEED:

To have a DBS Enhanced Disclosure through The Mustard Tree, or a portable DBS.

Citizenship of the UK or Ireland, settled or pre-settled status under the EU settlement scheme or for Non-EEA Nationals, Indefinite Leave to Remain in the UK or right of abode in the UK.

To be able to access the Mustard Tree offices (unfortunately the office has stairs which limits access). If you would like more information about access, and anything we can try to put into place around this, please do not hesitate to contact us.