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## JOB DESCRIPTION

TITLE:	Children and Young People's Mentor
ACCOUNTABLE TO:	Children and Young People's Mentoring Team Leader
TEAM:	Children and Young People's Centre

### About Save the Family

Save the Family is a charity based in Cheshire. We provide a safe community environment combined with tailored mentoring to homeless and vulnerable families. The support offered includes access to training, employment support and issue led support empowering families to move forward with confidence.

### Safeguarding

Save the Family requires all of its employees to abide by its policies on safeguarding and promoting the welfare of vulnerable children and adults. An Enhanced Disclosure and Barring Services (DBS) (Previously known as CRB) check is required with this post. As well as this position being subject to a satisfactory enhanced disclosure, this job offer will also be subject to a minimum of two satisfactory references.

### Values and Attitude

The success of Save the Family has spanned over 40 years. We value our people and take great pride in our core values that are embedded through everything we do to **CREATE** a positive future.



All Save the Family employees are expected to demonstrate the Charity's values by working positively as part of a team delivering vital high-quality services to clients to create a culture where all are valued and encouraged. In return, Save the Family will offer you support, training and development and the best resources that we are able to provide to help you give your best in your work with us.

### Mentoring

We provide a safe, residential community for homeless and troubled families where safeguarding is paramount. We aim to keep families together and help them create a positive future.

All our team members are expected to work in support of these aims, in terms of both **what** they do to help families and **how** they do it.

We deliver our service by mentoring families, working in partnership with them to:



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- Explore/Clarify the needs that have been identified with them during the referral process
- Develop a set of goals to meet those needs
- Offer support in the implementation of strategies to reach those goals

Mentoring adopts a guiding approach which respects the autonomy of individuals to make their own choices (within safeguarding limits). It promotes a shared understanding of possible barriers to change and empowers people to recognise their strengths and take control of situations in order to reach their goals. Our approach supports families to develop their own problem-solving skills which in turn helps them to develop resilience.

Mentoring is both person and family-centred and is heavily dependent on the ability to communicate with empathy and sensitivity using the skill of active listening.

### **Job Purpose**

You will act as a mentor, working alongside children and young people to provide guidance, support, information and role-modelling to enable them to overcome barriers to wellbeing to achieve identified outcomes and reach their potential. You will plan and deliver sessions to children and young people, tailored to their needs. You will work closely with other agencies as part of a multi-agency approach with families across the Continuum of Need.

### **Principal Accountabilities**

1. Mentor children and young people in line with what is identified in the mentoring plan, capturing the voice of the child.
2. Using a strengths-based approach, establish positive relationships with children and young people which are based on mutual respect and clear boundaries.
3. Plan and deliver age-appropriate structured play, learning and activities in the home, in the Children & Young People's Centre and off site.
4. Provide support to the whole family unit with regards to family activities and promotion of family time, working alongside the parents and modelling effective strategies.
5. Remain vigilant about safeguarding requirements at all times, ensuring any issues are addressed in accordance with the charity's procedures, with the guidance and involvement of the Safeguarding Manager.
6. Work in partnership with community-based services as appropriate, to complement and enhance provision for children and young people.
7. Attend multi-agency meetings when required
8. Maintain clear and accurate records of work undertaken and outcomes achieved, evaluating these in line with project requirements.



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9. Identify, record and develop effective communication to cascade any known risks or concerns to relevant colleagues and other external agencies, to maintain and ensure a safe working environment.
10. Create and maintain effective, immediate intervention strategies for behaviour incidents.
11. Contribute to the development of funding applications and outcome reporting.

### **General requirements**

- Carry out your role in an effective and appropriate manner which meets the requirements of Save the Family in accordance with the culture, values, aims and objectives of the charity as detailed in our policy framework and the Code of Conduct for Employees.
- Seek to continuously improve in order that the Charity delivers the best possible service to residents.
- Positively contribute to the Save the Family team working environment and participate in regular internal/external meetings as well as in any training required.
- Act as a positive ambassador for the Charity at all times
- Attend Save the Family Events in support of raising the profile and much needed funds
- Undertake any other duties that may be required from time to time
- Appreciate that there may be a requirement to lone work, due to the nature of the service

This appointment is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and references.

NB: This Job Description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Charity may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Charity's service, provided that such changes are appropriate to the employee's remuneration and status.

**I confirm that I have read and agree to carry out the duties and responsibilities contained in this job description.**

Name (Please print): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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**PERSON SPECIFICATION**

<b>Post: Children's Mentor</b>		
<b>CRITERIA</b>	<b>ESSENTIAL / DESIRABLE</b>	<b>METHOD of IDENTIFICATION</b>
<b>Qualifications:</b>		
A good standard of education (i.e. GCSE A-C in English and Maths or equivalent)	Essential	Application Form
Safeguarding Training	Desirable	Application Form
Mentoring training	Desirable	Application Form
Relevant qualification relating to children and young people or qualification through experience	Essential	Application Form
Willingness to complete relevant training in line with professional development	Essential	Interview
<b>Proven Experience:</b>		
Experience of working with vulnerable children and young people with complex needs	Essential	Application Form/Interview
Experience of planning and structuring activities for children and young people	Essential	Application Form/Interview
Working knowledge of Health and Safety Practice	Desirable	Application Form/Interview
Experience of applying safeguarding procedures and practices	Essential	Application Form/Interview
Previous experience working in a role within a project that is outcome driven	Desirable	Application Form/Interview
Full driving Licence	Essential	Application Form/Interview
Willing to drive company vehicles	Essential	Application Form/Interview
<b>Knowledge, skills and abilities:</b>		
Good communication skills at all levels	Essential	Interview

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Compassionate, empathetic person	Essential	Interview
Good organisational skills	Essential	Application Form/Interview
The ability to identify, use, understand and manage emotions using a strengths-based approach to communicate effectively	Desirable	Interview
Be respectful of the mentee's right to self-determination and independence, challenging only when deemed appropriate	Essential	Interview
The ability to foster positive relationships based on trust and mutual respect	Essential	Interview
The ability to recognise personal barriers to progress and use mentoring to work with others to overcome them	Essential	Interview
The ability to monitor work outcomes to ensure targets are met	Essential	Interview
Experience of multi-agency working, being a constructive member of a multi-agency team as part of established structures such as TAF and Core Groups	Desirable	Interview
An understanding of child development	Essential	Application Form/Interview
Ability to act as an advocate for individuals if required	Essential	Interview
Ability to relate to children and young people	Essential	Interview
<b>Other Attributes:</b>		
Ability to work as part of a team or as a lone worker	Essential	Application Form/Interview
Resilient, tactful and diplomatic	Essential	Interview
Flexible, can do approach to problem solving	Essential	Interview



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Willing to use own vehicle	Desirable	Application Form/Interview
Business use on insurance	Desirable	Application Form/Interview