

Job Description



Post:	Senior Mentoring Officer (Second Chance)
Salary:	£24,000 per annum
Hours :	37.5 hours per week (full time)
Terms and Conditions:	Fixed term post up to 31 st Dec 2022
Responsible To:	Project Manager (Aasha)
Responsible For:	Mentoring Officer (Part-time)

Job Purpose:

1. To offer intensive weekly one-to-one mentoring to young people (YP) 14-21 years old to help them make cognitive behaviour change; stop their involvement/risk of involvement in drug dealing, violence, ASB and criminal activities and enable them to make positive choices in life through changing their negative behaviour.
2. Receive and process referrals from Met Police and take on casework with identified young people in the early stages of violence and criminal activities and have Anti-Social Behaviour (ASB) warnings or Community Protection Notice (CPN) warnings.
3. Receive and engage with referrals from Pupil Referral Unit (PRU) and other relevant agencies
4. To track progress of young person and family to ensure they are moving towards achieving agreed goals and outcomes.
5. To run information, awareness and resilience workshops with young people and parents at PRUs, schools and similar youth and community settings.

Main duties and responsibilities:

Case Work

1. To arrange and conduct assessments and mentoring sessions for all appropriate new referrals and to create and implement individual action plans to meet their needs as well as family action plans for those in need of it.
2. To work with young people offering one to one support, advice and guidance and positive activities and enablers to bring about change in thinking and behaviour away from drug dealing, related criminal behaviour and ASB.
3. Provide family support sessions to enable families to work with their own strengths and resources to develop safe plans with their children/ siblings.

4. To communicate and provide relevant information to young people, families, and agencies as and when required

Parents and Families Workshops/events

5. Work with PRU's, Schools and community groups to organise and facilitate thematic workshops with parents on safer parenting and other need based themes
6. Organise and facilitate group work with identified groups of young people in relation to gang life, identity, respect, consequences and punishment of crime, dealing with anger management and other related issues.

Planning and Delivery

1. To work closely with the line manager and partners to plan, facilitate and deliver the project within the agreed outputs, timeframe and budget.
2. To create and monitor a yearly delivery plan outlining all project deliverables and timelines.
3. To inform and communicate with the manager if any changes, amendments or risks to the above arise.

Networking, Profiling and Representing

4. To generate appropriate referrals to the service by publicity, promotion and developing new networks and professional relationships with relevant police teams, schools, local authority departments, key services and agencies
5. To attend and represent the service at relevant meetings and events
6. To liaise and network regularly with partner organisations/agencies with regards to referrals, follow-up work and development of new work.
7. In consultation with line manager to regularly provide project news, success stories and updates for promotion on OT media outlets including website and social media.

Keep, Maintain and Track Accurate Data

1. To be responsible for the development, upkeep & implementation of individual/family action plans, reviews, exit evaluations and monitoring information of all the clients using service monitoring forms.
2. To accurately maintain up to date detailed casework files.
3. To ensure that all relevant internal and external monitoring reports are submitted on time.
4. To update the project manager on weekly basis on the work that has been undertaken and completed.

5. To accurately report to the GLA/Funders and relevant partners on the progress of the programme and attend relevant reporting meetings.

Other Duties

1. To adhere to the Osmani Trust policies & procedures
2. To ensure full participation in all internal meetings that may be deemed necessary as required by the post.
3. To undertake and complete training and personal developmental programmes/courses deemed necessary for the post.
4. To regularly participate in Osmani Trust events, fundraising activities and other key programmes.
5. To carry out any other work allocated by the Manager.

Person Specification

Job Title: Senior Mentoring Officer (Second Chance)

Knowledge/Skills/Abilities	How assessed	Essential/ Desirable
1. A youth work / social work/ counselling or other relevant professional or academic qualification	Application	Essential
2. Knowledge and understanding of the needs of young people/ families who are disadvantaged (at risk) particularly in relation to crime and youth violence	Application & Interview	Essential
3. Proven track record of working with disadvantaged youth groups including gang members, those who may have been exposed to exploitation, involved in crime or those who may be on the verge of being expelled from education	Application & Interview	Desirable
4. Proven track record of ability to liaise and work in partnership with criminal justice organisations/statutory bodies, police, PRUs and related agencies in a professional manner.	Application & Interview	Desirable
5. Understanding of safeguarding for children and vulnerable young adults	Application & Interview	Essential
6. Ability to speak Bengali	Application & Interview	Desirable
7. Experience of working in culturally diverse communities	Application & Interview	Desirable
8. Experience of working with young people / families in their homes	Application & Interview	Desirable
9. Ability to motivate young people and adults	Application & Interview	Desirable
10. Ability to write reports to a high standard	Application & Interview	Essential
11. Experience of maintaining accurate data records and with a good level of competency in using Microsoft Word, Excel and Outlook	Application & Interview	Essential
12. Able to communicate verbally and in writing, clearly and confidently with a variety of people at different levels	Application & Interview	Essential
13. Ability work on own initiative and within team	Application & Interview	Desirable
14. Ability to be flexible and accommodating to the needs of the project/ organisation	Application & Interview	Essential
15. Flexibility to work weekends and evenings	Application & Interview	Essential