

Job Description and Person Specification

Job Title:	Mentoring Officer (x3)
Project:	Positive Futures
Type:	Full time (37.5 hrs p/w) until 31 December 2025 (possible extension depending on funding)
Salary:	£27,000 per annum
Responsible to:	Mentoring Team Manager
Based in:	Tower Hamlets (delivering in Newham and Barking & Dagenham)

1.1 Job Purpose

To provide in person 1:1 and online mentoring support to BAME young people (YP), 10-24 yrs.

1.2 Major duties and responsibilities

Mentoring

- 1 To work closely with Team Manager to plan and deliver the mentoring provision to service users within the agreed outputs, timeframe and budget.
- 2 To screen and assess the needs, risks and challenges of service users referred to the project and manage a caseload of service users.
- 3 To work with service users to develop action plans and work towards goals and targets.
- 4 To conduct face-to-face and online (where necessary) mentoring meetings with service users at least once a fortnight to instigate positive behavior change, improve capabilities and access to opportunities.
- 5 To offer tailored advice to service users or help access guidance and support relating to school/college engagement, attendance, disruptive behaviour, risks of involvement in crime ASB and violence, employment, health, financial matters, etc. as well as social and emotional needs using a culturally sensitive approach.
- 6 To research available support on a range of relevant issues (e.g., debt, housing, health issues, counseling, sexual abuse, alcohol, substance misuse etc.) to provide and coordinate appropriate specialist support.
- 7 To develop a 'My Pathway Passport' for each service user completing their agreed duration of engagement to enable continued progress beyond the duration of their engagement in this project.

Data collection, monitoring & reporting

- 1 To develop annual work and activity plan taking into consideration annual targets and outputs.
- 2 To ensure relevant monitoring information is being completed at the required intervals, including up to 6 months after engagement of service users in this

- project.
- 3 To keep an accurate and up-to-date case file on all service users engaged and supported and uploading on to data management system.
 - 4 To ensure participation in team meetings, all-staff meetings, one-to-one and supervision meetings and any other that may be deemed necessary.
 - 5 To complete training and personal developmental programmes/courses deemed necessary for the post.
 - 6 To take part in annual Osmani Trust events and activities.

Health & Safety / Safeguarding

- 1 To observe Osmani Trust's Health and Safety and other organisational policies and implement good practice in all work carried out.
- 2 To report any concerns about Health and Safety to the Team Manager as soon as possible and to take any necessary emergency measures.
- 3 To ensure that accidents are recorded in the Accident Book and reported to the Team Manager, and that any appropriate action is taken.
- 4 To ensure where concerns are raised about a child or adult's welfare and safety, appropriate action is taken to support vulnerable children and adults in conjunction with Social Care and Safeguarding Policies.

General

- 1 To co-operate with all members of staff and work with colleagues as a team.
- 2 To demonstrate a commitment to personal development and professional training and to attend relevant courses as agreed.
- 3 Attend relevant forums and networking events to represent Osmani Trust as agreed.
- 4 Assist in publicising the activities and events of this programme and Osmani Trust.
- 5 To work at all times within Osmani Trust's policies and procedures, particularly Child Protection, Equal Opportunities and Health and Safety Policies.
- 6 To carry out all work allocated/designated by the Manager within the given deadlines.

Commensurate statement

The post holder will from time to time undertake any other duties of a similar nature, which are commensurate with the grade and seniority of the post from time to time by the Project Manager or Osmani Trust Executive Director.

Equal opportunity statement

To promote and comply with the OT Equal Opportunities Policy in the opposition and eradication of all forms of discrimination and ensure that services are accessible to all users.

The deadline for application is 5pm, Sun, 25 February 2024



Person specification- Mentoring Officer

<i>Knowledge, Qualifications and Experience</i>	<i>Assessment</i>	<i>Essential or desirable</i>
Experience of delivering one-to-one mentoring for minimum 2yrs with similar target groups/settings	Application form and interview	E
Knowledge, understanding and experience of working with BAME communities	Application form and Interview	E
Other experience and qualifications from following areas: sports/health coaching, working with PRUs, YOS & Probation, career, employment, and training advice, IAG	Application form and interview	D
Have good local networks and knowledge of schools, ward areas and estates and have links to local YP and families	Application form	E
Level 2 Youth Work qualification	Interview	D
<i>Abilities/Skills</i>		
Ability to motivate services users	Interview	E
Good IT skills and ability to communicate effectively both verbally and in writing to a good standard and maintain records clearly and concisely	Application form and interview	E
Ability to develop and maintain effective relationships with clients, staff, families, carers and other colleagues.	Interview	E
Able to work regular afternoons, early evenings, and occasional weekends	Interview	E
Ability to travel to attend meetings and events	Interview	E
Ability to work with a range of people with varied needs, abilities and disabilities	Application form and interview	E
An understanding of and commitment to equality, diversity and inclusion practice	Application form and interview	E