

STEP-OUT

MENTORING CHILDREN AND YOUNG PEOPLE IN SOUTH LONDON

YOUTH MENTORING COORDINATOR

Step-Out Mentoring is an early intervention mentoring organisation that provides support for children and young people in the heart of South London through outdoor based 1:1 mentoring and group workshops. We work with children and young people aged 8-18 who are disengaged with education and/or life.

Our vision is to see children and young people supported through tough times and empowered with the skills and emotional resilience to thrive in life and play positive roles in their communities. Our purpose is to support children and young people who have been struggling with their mental health in the shadow of Covid-19. A safe outdoor based program opens up opportunity to re-build resilience and confidence, as well as helping them to re-engage with their families, schools and wider communities. We work to support them in forging a way through life, encouraging them to thrive and become positive change makers in their communities.

As the Mentoring Coordinator you will be responsible for overseeing the work of supporting young people in the community. Through recruiting and training local volunteers to be Youth Mentors and matching them to young people referred to the program. Supporting 1:1 and group sessions with a particular focus on delivering outdoor based, fun, and engaging sessions.

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Our Mission

Equipping young people with the skills and emotional resilience to thrive in life. We provide a safe environment for disengaged children and young people to work through their challenges and reconnect with the community.

Our Values

Collaboration - We always pay attention to and create with the children and young people.

Affirmation - We value the power of encouraging positive thinking and speaking positively to each other. We believe every child is special and they need to know this.

Respect - We believe in the importance of respecting children and young people as whole people and we encourage them to know their own voices.

Step-Out Mentoring operates under a Christian ethos. We are faith based but not faith biased. We are committed to work equally with those of all faiths and none and we seek to represent the communities in which we serve. We welcome applications from all backgrounds, ethnicities and genders.



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Key tasks and responsibilities

Working with children and young people

- Building appropriate relationships with, and supporting YP through 1:1 and group mentoring.
- Meet with parents/carers of the young people to access what support is needed and acquire permission to have their child take part in the project.
- Keeping in constant contact with the families of the young people to feedback how things are going.
- Create pathways for inspiring YP to engage in positive volunteering opportunities.
- Managing referrals from other organisations and being involved in the support systems in place for those young people.
- Creating a fun and exciting youth space at The Well that can be used by all children and young people.
- Organise regular youth activities at The Well that are open to the community.

Volunteer management and support

- To co-ordinate a team of volunteer mentors who will provide support to young people on a weekly basis.
- To ensure the volunteer mentors support young people to access services and develop skills and support them in making choices which will help them improve their physical, psychological and social well-being.
- To increase retention of volunteers by ensuring all mentors feel welcome, valued and part of the project
- To organise social events, trips and residential for all volunteers, mentees and others within the project
- To ensure safeguarding and child protection processes are in place and adhered to at all times.

Key tasks and responsibilities

Recruitment training and matching

- To process all mentoring enquiries and to keep role descriptions and application forms up to date.
- To develop relationships with potential sources of volunteer mentors and post role descriptions on various platforms to ensure there is a consistent number of volunteer mentors.
- To recruit volunteer mentors, including young people with a range of ages and backgrounds through reviewing applications; interviewing candidates; taking up references; processing DBS checks and introducing new volunteer mentors to the service.
- To induct and train volunteer mentors into their role including the specific needs of young people and safeguarding.
- To coordinate, organise and deliver further training to volunteer mentors on a regular basis, with the support of external organisations, which will support them to deliver effective mentoring sessions to their mentees.

Outreach and Partnerships

- To work with community organisations and statutory agencies to create referral and access pathways into and out of the mentoring project and to promote the project as widely as possible.
- To ensure that partners are kept up to date with information about the mentoring project and are supported to make referrals on an ongoing basis.
- To represent the project at external meetings.
- To liaise with referring partners and support organisations, when mentors identify needs requiring additional support, and make external referrals when needed.

Key tasks and responsibilities

Monitoring and Evaluation

- To keep proper records of contact with volunteers and young people and provide regular statistics in reports.
- To ensure mentors complete session feedback forms after every meeting and to carry out regular reviews with the mentors and mentees.
- To monitor and evaluate the service, including carrying out mentoring evaluation forms and satisfaction surveys.
- To attend regular supervisory sessions with line manager and produce verbal/written reports on the project as appropriate.

Other duties

- To process all expenses, invoices and receipts in line with financial management systems and adhere to budgets in line with funding requirements.
- To act at all times in compliance with all policies and procedures of the Well and ensure filing and storage systems are managed in line with GDPR.
- To undertake training relevant to the job in order to keep up to date with issues relevant to providing a good service for young people.
- To carry out risk assessments for all activities that are carried out.



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Personal Specification

The successful candidate will be passionate about supporting young people and will possess the necessary skills to deliver this project:

It is essential the successful candidate will:

- Have at least 3 years' experience of working with young people.
- Experience of working in a multi-cultural urban context, with people from a variety of racial, cultural, socio-economic and religious backgrounds
- Understand the value of long-term relationships within youth work;
- Experience in managing and supporting groups of volunteers within community organisations.
- Experience planning and delivering activities, projects and interventions on issues relating to young people's health and wellbeing
- Have good oral and written communication skills and be familiar with relevant safeguarding processes and protocols
- Good knowledge of safeguarding practices and experience of protecting the welfare of all young people.
- Have strong youth engagement skills and be able to build rapport with young people quickly.
- Commitment to the specific aims and values, and to working in accordance with its Christian principles and its desire to work with those of all ethnicities, all faiths or none at all.
- Friendly and professional, able to form good working relationship with partner staff at all levels

Other desirable skills and experience for the successful candidate:

- Strong local knowledge of the borough and communities we serve. (Southwark and Lambeth)
- Experience of working in a therapeutic or mental health setting.
- Ability to drive a minibus.
- Experience of writing successful funding bids.
- A relevant youth work related qualification is highly desirable.



Terms of Employment

Location: Camberwell, SE5 7SY.

Contract: Permanent

Salary: £24,00-£28,000 depending on experience.

Options for part time working available as well.

How to apply

You can apply for this role by visiting www.step-out.org.uk/jobs.html or by emailing us at info@step-out.org.uk for an application pack. If you would like an informal chat about this role please do contact us.

Submission Deadline

Applications should be completed by 6pm on Friday 4th March 2022. Interviews will take place in the weeks following this.

Staff benefits

This role benefits from regular clinical supervision from a qualified Clinical Psychologist. We believe that all staff delivering face-to-face services should have additional support and a confidential space to reflect and talk through the impact of their work on them.

This role has a 3-month probationary period and is subject to an Enhanced DBS check