

<b>Role:</b>	Sessional Mentor
<b>Reporting to:</b>	Team Manager
<b>Hourly Rate:</b>	£9.40 per hour
<b>Working Hours:</b>	Minimum of 5 hours a week (depending on availability and service requirements) Includes weekends and evenings

## **ROLE DESCRIPTION**

To provide assistance and support as part of the intensive support and supervision programme to vulnerable young people who may be at risk, and at times excluded from the community. We also provide support to families as part of our intensive support package. Mentors build sustainable trust and respectful professional relationships which encourage support and demonstrate commitment to young people and their families. Sessional Mentors will also be required work closely with our teams and document contact visits.

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## **KEY ACCOUNTABILITIES & RESPONSIBILITIES**

### **KEY RELATIONSHIPS**

- Allocated Young Person(s) and their Family
- Assistant Project/Project Worker
- Team Manager
- Operational Management and other Includem staff

### **LEADERSHIP AND TEAMWORK**

- Identifies a clear, motivating, challenging vision and direction for young people under the supervision of project staff
- Generates enthusiasm and commitment from young people through effective coaching and mentoring
- Attending team meetings

### **NETWORKING AND INFLUENCING**

- Actively participates in mentor meetings and other team meetings
- Is able to express their views constructively
- Ability to work with other agencies for the benefit of the young person and the organisation

### **CONTINUOUS IMPROVEMENT**

- Offers ideas to generate creative solutions and approaches to issues that affect young people
- Is accepting of change and the benefits this could bring

- Attending any relevant training courses

### **INTERPERSONAL SKILLS**

- Is able to interact appropriately with young people within the set organisational standards and professional boundaries
- Is able to constructively confront challenging behaviours of young people in a controlled and effective manner

### **COMMUNICATION AND INFORMATION**

- Within the boundaries of their role maintains and updates accurate records of work with their service user
- When appropriate assist project staff by attending reviews, planning meeting and relevant forums in connection with young people

### **PROFESSIONAL BOUNDANIES**

- Adheres to the organisations policies and procedures and ensures that all work is undertaken values and beliefs
- Avoids inappropriate situation and actions which could result in a conflict of interest or breaching professional boundaries

### **MANAGING RESOURCES**

- To assist in the operation of the Helpline service and, when available, be able to respond appropriately to the potential queries
- Adheres to all internal control procedures (financial, fraud, theft, misuse of organisational funds/equipment/premise etc)

### **MANAGING SELF**

- Is open to feedback, both positive and constructive, from colleagues, young people and social workers
- Will work strictly within the confines of the Code of Conduct
- Is able to maintain calm in stressful situations and recognised the signs of stress and where to seek appropriate assistance

### **PERFORMANCE MANAGEMENT**

- Engages in all training and performance management activity provided by project staff
- Takes responsibility for own workload and time management whilst highlighting any potential issues or concerns

### **SERVICE DELIVERY**

- Ensures that the safety and welfare of young people is paramount
- To engage on a programme of social, leisure and recreational activities with young people

### **SKILLS, KNOWLEDGE & EXPERIENCE**

- D Experience of working with young people

- E A reasonable understanding of social exclusion and the importance within the context of the organisation
- E Able to provide a scaffold of support to young people by building mutually trusting, professional, open and non-judgemental relationships
- E Able to deliver the intensive support services to the young people whilst adhering to the quality assurance standards, policies and procedures of Includem
- E Demonstrate values of inclusiveness, stickability and service improvement in all areas of mentor activity
- E Can work cohesively as a team to provide the best possible support to young people
- E Ability to build trusting relationships with young people, their families and other professional partners
- D Knowledge of Children and Families legislation, accommodation and support services
- E An ability to provide different perspective and act as an influential role model to young people
- E To assist in improving the service provided to young people
- E To demonstrate and understanding of the Includem phrase '*stickability*' and the reasons why this is important
- E Ability to work flexible hours, including evenings and/or weekends
- E Good verbal communication to be able to influence and negotiate with young people and build strong relationships with colleagues
- E Able to provide written records of contact visits which accurately reflect what took place and how this relates to the objectives of the contact.
- E Ability to travel to visit other Includem offices and key stakeholder premises on occasion, for training and other meetings.
- E Able to drive and have access to own car

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### **Person Specification**

#### **Skills and Experience**

- Ability to make good relationships with young people and get along side them
- Awareness of issues facing vulnerable young people and their families
- Ability to respond flexibly to changing situations led by the needs of the young person and families
- Good organisation skills
- Be a team Player but also be able to work on your own initiative
- Be self-motivated and flexible
- Ability to provide emotional, practical and social support
- Good communication skills both written and verbal including ability to maintain accurate records

- Reliability and commitment to deliver the relationship based model of intervention
- Ability to drive and have access to own car for work purposed ( or this can be achieved within a reasonable timescale)

**Education/ Qualification**

Qualifications necessary for SSSC registration or be willing to work towards them.

**Values and Behaviours**

Ability to demonstrate, understand and apply our workplace values which are clearly aligned to the SSSC Codes of Practice. These are embedded in all roles and applicants must evidence their attitudes/ behaviours as part of the application process.