

Sport 4 Life UK Job Description

Job Description	
Notes	<ol style="list-style-type: none"> 1. This job description is non exhaustive 2. This job description excludes the 'Person Specification', which can be found in the relevant Job Pack (if required) 3. Job descriptions are 'living' documents
Job Title	Youth Mentor
Job Summary	<ol style="list-style-type: none"> 1. Work in various locations across Birmingham & Sandwell on a flexible basis, working with disengaged young people (11 - 17 years) to deliver pre-planned one to one mentoring sessions on an ad-hoc basis. 2. Working with secondary aged students who may be in school, at risk of exclusion or not in a school setting. 3. Support 11-17 year olds at our S4L sports sessions with active mentoring 4. Deliver 1:1 sessions on life skills & resilience to help 11 - 17 year olds with their attendance, attainment & attitude. 5. Visit various secondary schools, community facilities and venues on an ad-hoc basis.
Accountability Areas	<ol style="list-style-type: none"> 1. Performance & Outcomes 2. Monitoring & Evaluation 3. Stakeholder Management
Duties & Responsibilities	<p>1. Performance & Outcomes</p> <ol style="list-style-type: none"> 1. Support an intensive outcome-focused offer. 2. Establish and maintain positive and supportive relationships with young people, whilst supporting with achieving sessional targets 3. Contact, communicate and support young people based on S4L Mentoring delivery procedures and processes 4. Record and track client progress and gather required monitoring data 5. Adhere to the S4L's M&E process inclusive of, but not exclusive to registers, intake and assessment data, all outcome data, client feedback, and partner feedback <p>2. Monitoring & Evaluation</p> <ol style="list-style-type: none"> 1. Record and track client progress and gather required monitoring data 2. Input required data into S4L's CRM system in a timely manner as per the S4L M&E process 3. Adhere to the S4L's M&E process inclusive of, but not exclusive to registers, intake and assessment data, all outcome data, client feedback, and partner feedback 4. When delivering or visiting front-line sessions, actively encourage beneficiaries to engage with, and post, content on digital social channels <p>3. Stakeholder Management</p> <ol style="list-style-type: none"> 1. Liaise with point of contact at established partners – i.e. schools and/ or Social Worker to maintain effective working relationships in order to provide effective holistic support and mentoring 2. Ensure adherence to the Sport 4 Life Customer Journey process to maximise young person recruitment and lead generation 3. Undertake S4L's Intake & Assessment process with newly recruited young people 4. Oversee and encourage cross-service referral from the Mentoring Service to the Training and NCS services

General Duties	<ol style="list-style-type: none"> 1. Support across both S4L Mentoring and Training services to achieve organisational wide aims including but not exclusive to recruitment, internal referrals, delivery and other responsibilities deemed fit by management 2. Uphold and reflect S4L's values 3. Analyse and reflect on personal performance and project performance 4. Work collaboratively with all stakeholders, colleagues and partners in the development of strategies 5. Support on your specific area of work's tactical strategies 6. Complete basic administrative duties in a timely manner 7. Work with, support and assist the wider mentoring & training teams with any other duties, as required 8. Assist the Employability & Mentoring Team Leader with any other duties, as required 9. Follow and promote the health, safety and welfare of yourself and others at work in line with S4L 10. Promote equal opportunities at all times in line with S4L's Equal Opportunities and Equality and Diversity policies
Additional	1. When visiting front-line sessions, actively encourage beneficiaries to engage with, and post, content on S4L's digital social channels
Scope of Authority	<ol style="list-style-type: none"> 1. Accountable to the Employability & Mentoring Team Leader 2. Budgetary responsibility

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Level 3 in Coaching & mentoring (or equivalent) • Evidence of CPD in youth education sector 	<ul style="list-style-type: none"> • Mentoring qualification • A relevant qualification – e.g. Sales/ recruitment qualification, JNC youth work degree, PGCE, PTLSS, NVQ IAG, or equivalent
Experience, Knowledge and skills in...	<ul style="list-style-type: none"> • Recruiting hard to reach young people • 1+ year of working with 12-29 year old in learning and NEET young people 	<ul style="list-style-type: none"> • Delivering personal development support • Delivering quality client IAG • Working with and mentoring NEETs • Managing a caseload of young people
Other	<ul style="list-style-type: none"> • An infectious passion, enthusiasm & charisma • Excellent organisation skills • A fully enhanced DBS disclosure • Ability and confidence to work alone 	<ul style="list-style-type: none"> • High levels of self-motivation, energy and determination • A polite, professional appearance & manner • Evidence of commitment S4L's vision • An interest in and passion for sport

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| | <ul style="list-style-type: none">• Ability to complete administrative tasks, and use computers (e.g. email, word processing) | |
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