JOB DESCRIPTION

**Job Title:** Team Mentor

**Responsible to:** Youth Engagement Officer

**Salary:** £8.50 - £9.01per hour

**Summary of Main Responsibilities**

To aid in the development, facilitation, delivery and support the NI NCS and T:BUC programmes for young people aged 14-18 years old, which promotes personal development, community participation and social action.

**Main Areas of Responsibility**

**Operational Contribution**

* Contribute to NI NCS and T:BUC planning, particularly in relation to relevant areas of work.
* Contribute to effective team work within the NI NCS and T:BUC Teams
* Implement agreed systems for measuring, monitoring and reporting performance against key performance indicators and outcomes.
* Represent Volunteer Now as appropriate.

**NCS and T:BUC Delivery**

* To work alongside the team leader to facilitate the delivery of the programme.
* To assist in the planning of residential meetings.
* To contribute creative and innovative ways to address the themes and outcomes in the residentials.
* To support the development of the key objectives of the NI NCS and T:BUC programmes and the embedding of programme principles throughout.
* To assist in the coordination and delivery of the residential elements of the programmes.
* To contribute to the review and monitoring of the groups.
* Contribute to the health and safety of staff and programme participants.
* Create, maintain and develop effective working relationships with a range of stake holders including young people, parents, teachers, employers and other NCS delivery partners.
* Contribute to the monitoring, reviewing and evaluation of all work undertaken.
* Encourage the personal and social development of the young people involved in programmes.
* Create a safe and challenging environment for young people.
* Maintain and support the programme to meet quality standards as defined by the line manager.
* Establish and maintain good working relationships with colleagues throughout Volunteer Now and within the programmes.

**Any other duties**

* Contribute to effective communication across the organisation.
* Work within and contribute to the aims and objectives of the organisation.
* Undertake such other reasonable duties as may from time to time be required.
* Attend relevant training as required for the post.

**PERSON SPECIFICATION: Team Mentor**

**Location**: Two Residentials for the **NI NCS** programme (Omagh young people) as per below.

**T:BUC** will take place in Fermanagh. Volunteer Now is based in Fermanagh House.

**Hours**: NI NCS: 124 hours to include: preparation, face to face and evaluation time. Residentials: 15-19 July (Share Village) and 22-26 July 2019 (Gortin Activity Centre). Hourly rate £8.50 per hour.

T:BUC: 59 hours to be agreed. Hourly rate £9.01 per hour.

Applicants must demonstrate evidence of the following qualifications, core competencies and additional requirements:

Applicants must agree to an Access NI check being undertaken

**Qualifications**

**Essential**

* OCN Level 2: minimum qualification in youth work or related field
* Minimum of a 1 years’ experience of supporting youth work engagement, in particular, within a residential setting
* Ability to travel to and from pick up points for residential

**Desirable**

Third level education or one year’s relevant experience in the last 5 years of working in a developmental role within an education/youth/training environment including community relations issues.

**Core Competencies (Essential)**

**Working with people**: Ability to build effective internal and external relationships to deliver organisational objectives, including successfully working within and across teams.

**Achieving results**: Can contribute to organisational planning, effectively implement organisational systems and improve customer service.

**Managing self and personal skills**: Ability to effectively communicate, use initiative and work under pressure.

**Additional requirements (Essential)**

* Knowledge of issues affecting young people.
* Knowledge of safeguarding young people – policy and practice.
* Knowledge of group work.
* Knowledge of youth work practice and principles.