



## **ROLE PROFILE**

<b>Job Title:</b>	CFSP Employability Mentor
<b>Accountable to:</b>	Project Manager
<b>Salary:</b>	£24,472
<b>Location:</b>	Skainos Square, 239 Newtownards Road, Belfast
<b>Hours of work:</b>	37.5 per week
<b>Leave:</b>	20 days plus 12 statutory days
<b>Pension:</b>	National Employee Savings Trust (NEST) Pension Scheme
<b>Health Care:</b>	An employee health care plan is available after successful probation
<b>Probation:</b>	This post is subject to a 6 month probationary period. The Company reserves the right to extend this probationary period.
<b>Contract term:</b>	End March 2018 with a possible four further years depending on funding

**Applications will close on Monday 30th October 2017 at 4.30pm.**

## **Job purpose**

The CFSP Employability Mentor is responsible for delivery of:

- Employability mentoring, job search activities and supporting members of families over the age of 16 years to avail of opportunities in education, employment and training
- Mentoring and support to young people 13-16 years who are at risk of disengaging from school, focusing on positive punctuality, attendance and behaviour outcomes
- Assist with the delivery of Family support elements of the Community Family Support Programme
- Assist with the designing and delivering needs-led programmes to develop family relations and communications as well as health and social inclusion programmes with demonstrative positive outcomes

## **Main Responsibilities and Accountabilities**

### **Programme Delivery**

1. Undertake initial assessments of barriers to employment/education/training undertaken and registrations completed with assessment and diagnostic tools such as JET inspiring Impact.
2. Develop and implement individual action plans to overcome barriers to employment, outlining goals, actions and outcomes.
3. Ensure all targets for CFSP families of “into employment” are achieved in a timely manner.
4. Deliver one-to-one employability mentoring and group sessions with all participants over the age of 16 years as required to remove barriers to employment, providing a safe, relaxed environment underpinned by a community development approach with a structured and developmental process.

5. One-to-one support and interventions with participants 13-16 year old at risk of disengagement from school and other family members on employability, education and training issues/barriers.
6. Respond to sensitive issues in a confidential manner.
7. To work with the CFSP Family Mentor in implementing the family support plan outlining employability-related support to address issues, actions and timescales to achieve positive change and development within a family.
8. To effectively manage caseload and provide professional focused advice referring to other agencies/organisations as required as part of participant action plans.
9. Undertake progress reviews and ensure targets are achieved that reflect positive outcomes in relation to employment, training and education.
10. To develop and maintain excellent working relationships with schools and relevant statutory, community and voluntary organisations.
11. To work in an integrated manner with other team members and with other relevant service providers.
12. To maintain accurate records of all engagements and work undertaken with participants.
13. To provide statistical reports to assist with the monitoring and evaluation of the programme in a timely manner.
14. To ensure the accuracy and completion of all administrative forms, reports etc is provided in a timely manner.
15. To comply with relevant policies and procedures e.g. Health and Safety, Child Protection, Data Protection etc.
16. Ensuring consistency of quality of delivery and reporting issues as they arise.
17. Develop forward job plan for the post and achieve targets set and will include production of monthly reports.
18. Undertake staff development activities that shall enhance individual, team and organisational performance, maintaining and developing relevant skills and work to the highest professional standards.
19. Undertake regular, formal supervision to measure performance against targets and reflect on practice.
20. Work on a regular basis with local schools pastoral care teams to identify young people who may become a future NEET and engage their families on the CFSP programme.
21. Attend and participate in team meetings.
22. Any other reasonable duties assigned by the organisation.

## Other

1. Work in a confidential and professional manner that ensures family welfare and safety is of paramount importance.
2. Undertake ongoing evaluation of outcomes and impacts of both specific interventions as well as the programme overall in terms of progressing both families and individual family members.
3. Carry out risk assessments and manage risks as required.

Actively comply with all EBM policies and procedures.

### Status of the Job Description

This job description is not incorporated into the employee's employment contract. It is intended as a guide and should not be viewed as an inflexible specification and it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to objectives agreed with the line manager.

***Note to Applicant: When completing your application form you should demonstrate/evidence the extent to which you have the necessary education, experience, knowledge and skills identified as required by the application criteria for the post.***

***Important: Applications must be completed using computer and not in hand writing any handwriting applications will not be considered for short listing***

**East Belfast Mission is an equal opportunities employer**

### Personnel Specification

**Please note that candidates must clearly demonstrate in their application how they meet each of the essential criteria for this role.**

#### Essential:

##### 1. Qualifications

#### Essential:

Minimum NVQ 3 level qualification in Advice & Guidance or relevant equivalent.

*If you are requesting that an equivalent is considered please detail in the application form how you believe that your qualification contains substantive modules that might be deemed as a relevant equivalent. Examples of equivalents **might** include counselling, youth and community work, mentoring / coaching at level 3 or above.*

#### Desirable

NVQ 3 or an equivalent level qualification in Health & Social Care, Family Support, Youth Work, Education, Social Care, Adult Learning Support or equivalent.

##### 2. Proven Competence and Experience

#### Essential:

- A minimum of two years experience of designing and delivering employability support with positive outcomes in relation to employment, education and training within the last five years

- Demonstrable experience in undertaking employment, education and/or training assessments
- Experience of working with young people with positive educational outcomes
- Experience of working to and understanding Child Protection policy, procedures and legislation

**Desirable:**

- Experience of working in a multi-disciplinary environment responding to needs of children, young people and families
- Experience of working with schools to increase young people's at school attendance

**3. Skills/Abilities:**

**Essential:**

- Excellent written and oral communication skills
- Sound knowledge of ICT including all Microsoft Office applications (word, excel, powerpoint, outlook, internet etc.)
- Motivating others and excellent interpersonal skills
- Using own initiative and working positively within a team and building good working relationships
- Being non-judgmental in approach to dealing with families
- Excellent organisational skills
- Commitment to the development of people in the community
- Information management and report writing
- Mentoring skills and facilitation
- Group-work skills

**3. Circumstances**

**Essential:**

- Ability to work flexible hours (including evening work and weekend work)
- Willingness to undertake training required for the post
- Subject to Access NI clearance

**Vetting**

Appointment to this post is subject to successful applicant declaring all pending prosecutions, convictions, cautions and bind-over orders and their name will be submitted to Access NI for a check to be carried out.

**References**

Appointment is also subject to the return of Complete and satisfied references obtained from previous and or present employers