



<b>Job Description:</b>	<b>Starfish Mentoring Mentor (Christchurch)</b>
<b>Responsible to:</b>	<b>Starfish Mentoring Manager</b>
<b>Responsible for:</b>	<b>1:1 Sessional Work and Group Work for Starfish</b>
<b>Mentoring Hours:</b>	<b>Flexible/ as agreed (Minimum 5 hours per week)</b>
<b>Salary:</b>	<b>From £12.54 per hour (Term Time Only)</b>
<b>Job Base:</b>	<b>AIM Central, Kinson Road, Bournemouth, BH10 5HD.</b>

### **Job Summary:**

Starfish Mentoring is our mentoring programme based at AIMCommunity. Starfish incorporates 1:1 and small group work using creative elements to engage and support young people. Starfish mentoring has a specific focus on providing opportunities for young people to develop their skills, confidence and personal development.

The Starfish mentoring programme uses Youth Work principles as the underpinning for the work carried out with young people. As a requirement of the role, after a probation period (3 months), we will be able to enrol you in the Level 2 Award in Youth Work Practice (unless you already have a previous Youth Work Practice qualification). This will be a qualification that can be completed over 3-4 months, using your work based practice as evidence alongside additional learning hours.

### **1.0 Delivery**

- 1.1. Understanding of daily delivery of all aspects of Starfish Mentoring programme;
- 1.2. Ensure young people allocated receive the support level required;
- 1.3. Ensuring staff/volunteer levels are met each day;
- 1.4. Ensuring that AIMCommunity Health & Safety Policy requirements are met on a daily basis;
- 1.5. Ensuring AIMCommunity Safeguarding Policy requirements are met on a daily basis;
- 1.6. Plan, prepare, deliver and evaluate 1:1 and group sessions with young people as part of the Starfish Mentoring programme;
- 1.7. Attend/ contribute to review meetings for young people;

## **2.0 Referrals & Enquiries**

- 2.1. Ensure that referral information in Ninox has been accessed and understood prior to starting mentoring with young people;
- 2.2. Be available for initial visit and tour for potential new young people;
- 2.3. Where appropriate arrange start date and induction for young people;

## **3.0 Administration**

- 3.1. Ensuring that record keeping, monitoring and evaluation of programmes are completed;
- 3.2. Fill out session review forms on Ninox after each session with young people;
- 3.3. Communicate with parents/carers/guardians regarding cancelled sessions within a reasonable timeframe;
- 3.4. Complete Level 2 Award in Youth Work Practice

## **4.0 Internal Reporting & Meetings**

- 4.1. Half Termly Supervision with Line Manager;
- 4.2. Annual Appraisal with Line Manager;
- 4.3. Attendance at staff training sessions and team meetings; including organisational wide and specific project training and meetings.

## **5.0 External Reporting & Meetings**

- 5.1. Attendance at meetings at Team Around the Family (TAF) where appropriate;
- 5.2. Attendance at meetings with Youth Offending Service where appropriate;

## **Person Specification**

<b>Attributes and Skills</b>	<b>Desirable</b>	<b>Essential</b>
<b>Qualifications</b>		
Level 2 safeguarding qualification	X	
Qualification/ training in Youth Work/ Mental Health/ SEND	X	
<b>Knowledge and skills</b>		
Proven evidence of positive engagement with young people		X
Have full driving licence and access to a car	X	
Ability to get to different locations for work		X
Experience of working with young people with SEND	X	
Available to work weekends, evenings and school holidays		X
Ability to lead, manage and develop yourself		X
Commitment to challenge ignorance and prejudice		X
Managing a budget	X	
Ability to communicate well within the team and the wider organisation		X
Proven ability of working with young people from diverse range of backgrounds and needs.	X	
Ability to organise and lead events for young people X	X	
Competency in ICT skills and able to use a database		X
Ability to be to work on your own and also within a team		X
Good interpersonal skills		X
Good punctuality and timekeeping		X