



Head of Mentoring APPLICATION PACK

Are you excited by the prospect of taking a leading role at a young, successful charity with bags of ambition and potential? Are you also passionate about redressing social inequity, and do you view education as one of the most effective ways of achieving that goal? Would you like to join a supportive, inclusive, collaborative team? If so, Light Up Learning (LUL) is looking for someone who is enthusiastic and driven as its full-time Head of Mentoring.

Application timeline:

11th August (23:59)

Applications close

13th August 2019

Applicants invited to interview

19th August 2019

Interviews (at Castlebrae High School)



**Please email completed application forms to:
recruitment@lightuplearning.org**

Light Up Learning (LUL) is a registered Scottish Charitable Incorporated Organisation providing one-to-one mentoring for high school students in Edinburgh and the Lothians. Our small, young team punches above its weight, making a positive, sustainable difference in the lives of young people who have experienced disadvantage. We love learning, we love igniting that passion in others and we want to add your spark to our growing community.

Background

LUL has been successfully operating in partnership with Lasswade High School since 2015 and began further mentoring activities in Castlebrae Community High School in Autumn 2018.

LUL aims to address both equality and access issues in education, and disengagement in the traditional classroom setting, by creating low-stress, supportive, and playful learning environments for young people who have experienced disadvantage. We place each student in charge of their own learning and give them the resources, skills, and contacts they need to achieve their potential.

For more information on the organisation's history and mentors, and to read about the inspiring success of our mentees, please visit our website.

LUL is in an exciting growth phase: in December 2018 we appointed a new full time Director and we are about to approve our future strategy for 2019–2022. The Head of Mentoring role will be essential in helping us to grow the organisation and deliver on this strategy: this will include expanding into new schools, developing our mentoring model, running our evaluation process and being part of the leadership of the organisation. We are looking for the newest member of our small and friendly team, who is as passionate as us about achieving these ambitious goals.

Role Description

This is an important and new role at Light Up Learning, with a focus on the quality of mentoring and the safeguarding of young people. The Head of Mentoring will be our lead child protection officer and be responsible for the Mentoring strand of our new strategy, including the establishment of a new youth forum.

- Pay Grade: £27-30,000 per annum
- Location: Edinburgh with regular travel across Edinburgh and the Lothians
- Hours: full-time, 37.5 hrs per week
- Leave: 37 days
- Probation: 3 months
- Pension: auto-enrolment

As this post involves day to day management and supervision of staff that work with young people, you will be required to obtain PVG scheme membership through Disclosure Scotland if successful at interview. We will process this for you. Employment will be confirmed after successful completion of this and any other necessary checks including references.

Key Tasks

Mentoring: (40%)

- Mentor up to eight students, 50 mins a week per student
- Write regular reports on mentoring sessions and track student progress
- Liaise with school staff, parents, and community members, as needed

Programme development and quality: (20%)

- Act as the lead child protection officer for Light Up Learning and build the skills of the team: ensuring the safety and wellbeing of the young people we work with, through effective coaching, policy and training
- Develop our mentoring structures, processes and resources to make sure that they are robust and fit for purpose and ensuring best practice in mentoring is consistently maintained
- Lead on evaluation and impact measurement processes for all mentoring activity, reporting on same, and developing new and innovative methods of evaluation
- Develop and establish a sustainable and inclusive youth forum, enabling the young people we work with to be an active part of shaping the future of the organisation
- Develop a programme for mentee group work, in partnership with the young people we work with
- Develop a programme for supporting our mentees through key education transitions, in partnership with the young people we work with

Support for Mentors: (20%)

- Lead in the recruitment process for new mentors
- Provide training and support to incoming mentors: including a full induction and training plan, ensuring they are fully briefed on all LUL policies
- Provide ongoing support, coaching and performance feedback to all mentors
- Assist in the development and evaluation of CPD for all mentors
- Conduct an annual appraisal with all mentors, as part of Light Up Learning's HR process

Relationship management: (10%)

- Lead on developing and maintaining relationships with schools, meeting regularly with key school staff members, and acting as the representative for LUL in these arenas
- Along with the Director and the Culture and Community Manager, develop and nurture relationships with relevant partner organisations and contacts, building our network
- To engage with all LUL mentees, recognising their expertise and knowledge as stakeholders in our work

Member of the Leadership team: (10%)

- To work closely with the Director to build and strengthen the organisation as we embark upon the implementation of Light Up Learning's new strategy
- To take responsibility for delivering the mentoring and research strand of Light Up Learning's strategic plan
- Contribute to LUL communications, including external reports, marketing content and events
- Participate in monthly management meetings with the Director, the Culture and Community Manager, and the Policy Lead
- Carry out any necessary administration tasks in relation to management of mentors, as well as other administration required within the organisation as required

Person Specification

	Essential	Desirable
Education & Qualification	<ul style="list-style-type: none">• Recognised and relevant professional qualification or demonstrable relevant other experience	<ul style="list-style-type: none">• Degree in Education, Community Education, Social Work or a similar discipline
Experience, Knowledge and Expertise	<ul style="list-style-type: none">• Demonstrable experience in developing and nurturing key partnerships• Demonstrable experience in communicating and building relationships with young people• Understanding of quality improvement frameworks, self-evaluation and quality assurance• Some understanding of equalities issues• Some understanding of work in the third sector	<ul style="list-style-type: none">• Some leadership and management experience• Experience in designing and delivering training programmes• High quality of written work in relation to published materials• Experience and understanding of professional learning in the context of youth work• Experience of evaluation processes, and analysis of impact data
Personal attributes	<ul style="list-style-type: none">• A demonstrable passion for youth work and/or education• Forward thinking, working closely with other roles in the organisation to build the LUL community in a collaborative, effective and sustainable manner• A demonstrable commitment to the values and enactment of equality, diversity and inclusivity	<ul style="list-style-type: none">• Open and friendly, with good communication skills, comfortable talking about LUL to people from all walks of life

Light Up Learning has a commitment to diversity and challenging all forms of inequality. We would be particularly keen to encourage applicants from Women, Black Minority and Ethnic, LGBTQI, disabled, migrant, and other backgrounds currently underrepresented within leadership roles in the third sector.

If you have any specific access requirements or concerns, for example needing documents in different formats, please let us know and we will do our best to meet your needs.

To apply for this role, please complete our application form, which can be downloaded at <http://bit.ly/2xAP1nW>, and also complete our anonymous equal opportunities monitoring form at <http://bit.ly/LULEqOpps>. The application deadline is Sunday 11th August (23:59)

The interview process will involve a short informal conversation with some of the young people we work with, a short presentation (the question will be shared with the invite to interview) and an interview. Interviews are scheduled for Monday 19th August, depending on the number of applicants there might also be interviews on Friday 23rd August.

If you have any questions or want to discuss the role please contact recruitment@lightuplearning.org