

Mentor Coordinator

1. POST IDENTITY	
JOB TITLE:	Mentor Coordinator
LOCATION:	Across Midlothian and Edinburgh with office based at home and/or between YMCA Edinburgh, 1 Junction Place, Edinburgh, EH6 5JA & YMCA Penicuik, 58 Queensway, Penicuik, EH26 0JJ.
REPORTS TO:	Plusone Mentoring Service Manager
SALARY	£ 25,785 - £27376
HOURS:	<ul style="list-style-type: none"> ▪ 35hrs per week ▪ Evening working required as appropriate
DURATION OF POST:	Ongoing whilst funding remains in place

2. JOB PURPOSE
<p>The post holder will support set up and ongoing coordination of the Plusone Mentoring Programme in Midlothian in partnership with Penicuik YMCA YWCA, as well as supporting delivery of Plusone Mentoring in Edinburgh. This post is part of the national Plusone programme model and involves working with YMCA Edinburgh's Mentoring team and wider YMCA Scotland Plusone delivery agencies. The post holder will recruit, train and support a team of volunteer mentors to mentor young people at risk of offending or disengaging with school, to help give this vulnerable group the best start in life. The role involves engaging with young people and their families to build working relationships and likewise engagement with other professionals in joint agency referral, support and evaluation.</p> <p>As part of YMCA Edinburgh's Mentoring Team and supported by a Service Manager, in addition to Plusone responsibilities the role will also include working with colleagues to provide peer support sessions and group opportunities to mentors and mentees across our mentoring services.</p>

3. MAJOR TASKS & DUTIES TYPICALLY INCLUDE:
<ol style="list-style-type: none"> 1. Recruitment, training and support for a team of volunteer mentors. 2. Contribution to design and delivery of training and development for volunteer mentors. 3. Effective coordination of all aspects of project support to children, young people and families. 4. To support and engage in national development of best practice with YMCA Scotland. 5. Key role with professional partners in the identification, referral and monitoring of young people. 6. Effective representation of YMCA Edinburgh and their mentoring programmes to professional partners, community organisations and in dissemination of programme outcomes. 7. Effective management of all administration and data gathering aspects of the project. 8. Effective implementation and management of best practice policies and procedures. 9. Participation in monthly line management meetings with and accountability to your line manager. 10. Participation in YMCA Edinburgh Mentoring Services team meeting, staff meetings and other national and international conferences and residential events. 11. Participation in Penicuik YMCA Team Meetings when required. 12. Participation in mentoring events. 13. Other tasks appropriate to the role of Plusone Co-ordinator as required by your line manager.

- *This Job Description is not an exhaustive list of required activities, but an indication of the duties and responsibilities required to fulfil the remit in a satisfactory manner.*

YMCA EDINBURGH Person Specification Plusone Mentoring Coordinator

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
<p>EXPERIENCE</p>	<p>Experience of working face to face with excluded young people between the ages of 8-15.</p> <p>Evidence of effective contribution to youth programme planning, inter agency partnership work and issue-based youth work.</p> <p>Experience of managing volunteers or leading a team</p>	<p>Experience of working within youth justice provision.</p> <p>Experience of working with care experienced young people.</p> <p>Experience of working with families/parents.</p>
<p>QUALIFICATIONS & KNOWLEDGE</p>	<p>Relevant third level youth work/ social work/ education qualification.</p> <p>Commitment to continuing professional development.</p> <p>Knowledge of Core principles of youth work</p> <p>Knowledge of issues affecting care experienced young people.</p> <p>Full driving license and access to a vehicle for work purposes.</p>	<p>First aid qualification</p> <p>Evidence of undertaking opportunities for personal and professional development in a range of relevant areas.</p> <p>Training in youth work issues/ child protection/ health & well-being</p> <p>Knowledge of using digital platforms to engage with young people.</p>
<p>SPECIAL SKILLS</p> <ul style="list-style-type: none"> • DELIVERY • LEADERSHIP SKILLS • EVALUATION SKILLS • COMMUNICATION SKILLS • INTER-PERSONAL SKILLS 	<p>Excellent organisational skills</p> <p>Good understanding of parental issues and supports</p> <p>Ability to work independently</p> <p>Evidence of effective teamwork and leadership.</p> <p>Ability to empathise with, lead and motivate adults and young people</p> <p>Monitoring and evaluation skills</p> <p>Ability to communicate clearly and articulately in a variety of forms, oral, written, electronic.</p> <p>Experience in the use of ICT for communication.</p> <p>Good interpersonal skills and the ability to motivate others.</p>	<p>Ability to design and develop an innovative youth programme</p> <p>Experience of planning and delivering training / group work</p> <p>The confidence and ability to engage effectively with a broad range of groups</p> <p>The ability to measure outcomes systematically</p> <p>Confident participating in professionals' meetings.</p> <p>The capacity to inspire.</p>
<p>PERSONAL QUALITIES</p>	<p>Flexible and adaptable.</p>	<p>Evidence of the ability to work in a demanding environment with minimal</p>

	<p>Commitment to working out with 'normal' work hours and at weekends.</p> <p>Strong independence and initiative.</p> <p>Ability to prioritise and to cope with demands.</p> <p>Ability to manage time effectively.</p> <p>Significantly high levels of self-motivation.</p>	<p>supervision.</p> <p>Positive and creative approach.</p>
VALUES	<p>Comfortable working within the Christian values of YMCA Edinburgh.</p>	

