



Apex Scotland Job Description and Role Profile

Position:	PERSONAL DEVELOPMENT MENTOR
Responsible to:	Service Development Manager
Location:	Geographical Area as Agreed
Salary Scale:	£22,597 to £24,883

Value Statement:

All employees of Apex Scotland must work within the ethos of the organisation and apply themselves as per the Organisational Qualities and Values Policy.

PURPOSE OF JOB

To provide a service which increases the employability prospects of offenders, ex-offenders, and young people at risk in accordance with the philosophy and policy of Apex Scotland.

To deliver a professional service of training, education, learning and development to meet the needs of service users, employers, stakeholders and funders that will equip clients to take up employment or training and, in turn, positively contribute to the community and the economy while addressing their potential offending behaviour.

ROLE RESPONSIBILITIES & MAJOR ACTIVITIES

TEAM AND SERVICE SUPPORT

1. Actively promote effective teamwork, problem solving, decision making and develop productive working relationships with colleagues, stakeholders, partner organisations. Facilitate and participate in meetings. (4,6,7,79,151)
2. Contribute to the development of local initiatives and continuous improvement. Be open to change and encourage innovation. Participate in support and supervisory (appraisal) 1:1 meetings and team discussions. Record and communicate effectively. (152)
3. Research, prepare and effectively report information. Use the appropriate systems for communicating, storing and retrieving information. (149, 150)

JOB SPECIFIC RESPONSIBILITIES

4. Provide and co ordinate a professional guidance and support service to improve the service users employment and training prospects. Negotiate with employers if required and support them to facilitate training and employment opportunities. (111,112,113)
5. Participate in the design, delivery and maintenance of learning programmes and services which meet the needs of service users, stakeholders, funders and fits with the strategic aims of Apex Scotland (71,72,73 153 to 161)
6. Work in partnership with relevant employers, agencies, statutory bodies and develop mutual support networks that would promote the aims of Apex Scotland and meet the needs of service users. (7,8,77,78,79,80)
7. Manage and assess the performance of teams and individuals to meet objectives. Evaluate, monitor and report progress. Plan, provide and manage activities to meet service users' needs. (115,118,119,120,135)
8. Assess, plan, prepare and implement group working programmes and activities that promote positive behavioural goals and relationships. Monitor and report. (66,67,68,69,70)
9. Encourage individuals to present their own needs and interests and where required advocate on their behalf. Promote the maintenance of contact with the service. (83,84,85)
10. Support individuals, where required, who are substance or alcohol users. Promote awareness of their effects and refer to support agencies. Develop and promote health care plans. (93,94,95,96,97,98,101)
11. Help individuals address offending (or potential offending) behaviour. Support them to develop positive alternatives to offending and anti social behaviour. (63,64,65)
12. Where required address problems identified with community safety and social exclusion including factors which effect personal safety and wellbeing. (17,18,19,20)
13. Assess individuals offending behaviour, where required prepare disclosure information and plan provision. Report and make recommendations. (56, 58,59)
14. Assess and manage risk of harm and develop control for people who are at risk to themselves and others. Contribute to the management and prevention of aggressive behaviour. (89,90,91,92)
15. Contribute to managing a budget and work effectively within this.(123)
16. Where required manage a specific project. (128)

PERSONAL DEVELOPMENT

17. Take ownership of your own self development and highlight learning opportunities, agree development plans with manager, actively pursue continual improvement in your performance, skills and knowledge. Facilitate the development of other colleagues i.e. skill share. (10, 153)

ORGANISATION AND LEGAL RESPONSIBILITIES

18. Conform to all Apex policies and local procedures with regard to processing TOIL, holidays, illness reporting, working hours, expenses claims, grievance procedures, petty cash, appraisals and development plans etc.
19. Conform to all Apex Scotland's and legal policies and practices regarding data protection and employment law. Uphold legislation on health and safety. Carry out your own responsibilities to reduce risk in this matter and promote a health and safety culture. (11,13)
20. Where required, conduct risk assessments in the workplace and client activities. Protect yourself and others from risk of harm or violence. (12,14)
21. Ensure your actions promote and value equality, diversity, rights and responsibility along with supporting the maintenance of all Apex policies and procedures. (1,2,3)

OTHER

22. Adopt a co operative and flexible attitude to providing cover or aid for other programmes, colleagues and roles when required, to meet your unit's objectives. Commit to all reasonable requests from your colleagues and manager.
23. Promote Apex as a company and represent its interests in a professional manner while complying with all moral and acceptable dress codes of practice. Develop and evaluate joint working between agencies. (7,8,9)
24. Undertake other service delivery that is particular to your specific programme or P.D.M. role (including H&S rep, First Aider etc)

November 2020

Mapped to National Occupational Standards

The proposed job description links to the following National Occupational Standards - Community Justice Suite. Depending on what role the PDM is involved in the relevant National Occupational Standards would be applied from the identified list below.

ID ref	NOS ref	Title
1	AA1 (CS1)	Promote equality and value diversity
2	AA2 (CS8)	Develop a culture and systems that promote equality and value diversity
3	AA3 (CJF208)	Contribute to developing and maintaining cultures and strategies in which people are respected and valued as individuals
4	AB1 (CS2)	Communicate effectively with people
6	AC1 (CS3)	Contribute to the quality of team working
7	AD1 (CS4)	Develop and sustain effective working with staff from other agencies
8	AD2 (CS10)	Develop, sustain and evaluate joint work between agencies.
9	AD3 (F408)	Represent one's own agency at other agencies' meetings
10	AE1 (CS5)	Maintain and develop your own knowledge, skills and competence
11	AF1 (CS6)	Ensure your own actions reduce risks to health and safety
12	AF2 (CS7)	Protect yourself from the risk of violence at work
13	AF3 (CS11)	Promote a health and safety culture within the workplace
14	AF4 (CS12)	Conduct an assessment of risk in the workplace
17	BA12 (B105)	Address problems identified with community safety and social exclusion
18	BA13 (B104)	Enable groups, communities and organisations to address issues which affect community safety and social inclusion
19	BA14 (B106)	Enable individuals and families to address factors which affect their safety, well-being and social inclusion
20	BA2 (B101)	Determine the concerns and priorities of communities in relation to safety, social inclusion and the prevention and reduction of crime and anti-social behaviour
56	EA1 (CJ D101)	Assess individuals' offending behaviour and plan provision
57	EA2 (CJ D102)	Process information relating to individuals' offending behaviour
58	EA3 (CJ D103)	Assess individuals' offending behaviour and prepare reports
59	EA4 (CJ D104)	Assess the offending behaviour of individuals who have mental health problems and prepare proposals for their sentencing and management
63	EC1 (CJ D301)	Help individuals address their offending behaviour
64	EC2 (CJ D302)	Enable individuals to change their offending behaviour

65	EC3 (CJ D307)	Enable others to support individuals to address their offending and anti-social behaviour and develop positive alternatives
66	EC4 (CJ D303)	Prepare, implement and evaluate group activities
67	EC5 (CJ D304)	Contribute to the implementation of group work programmes
68	EC6 (CJ D306)	Assess individuals needs and plan agreed activities
69	EC7 (CJ D306)	Reinforce positive behavioural goals during relationships with individuals
70	ED1 (CJ E101)	Plan, monitor and review integrated packages of interventions and support to address individuals offending behaviour
71	ED2 (CJ D308)	Deliver externally-validated evidence-based programmes designed to reduce the likelihood of reoffending by offenders who pose a medium to low risk of harm
72	ED3 (CJ D310)	Assist in the delivery of externally-validated evidence-based complex programmes designed to reduce the likelihood of reoffending by offenders who pose a significant risk of harm
73	ED4 (CJ D309)	Deliver accredited programmes
77	GA1 (CJ E301)	Enable individuals to find out about and use services and facilities
78	GA3 (CJ F405)	Assist in the transfer of individuals between agencies and services
79	GB10 (CJ E310)	Contribute to establishing and running mutual support networks
80	GB2 (CJ E408)	Support individuals experiencing difficulties
81	GB3 (CJ E409)	Enable individuals to understand and address their difficulties
82	GB4 (CJ E303)	Support individuals with difficult or potentially difficult relationships
83	GB5 (CJ E305)	Enable individuals to maintain contacts in potentially isolating situations
84	GB6 (CJ E307)	Enable individuals to present their own needs and interests
85	GB7 (CJ E308)	Advocate on behalf of individuals
89	GC3 (CJ E205)	Assess and manage high risk of harm
90	GC4 (CJ E206)	Assess risk of harm and the need for intervention
91	GC5 (CC075)	Develop control for people who are a risk to themselves or others
92	GC7 (CJ E203)	Contribute to the prevention and management of abusive and aggressive behaviour
93	GD1 (CJ E405)	Support individuals in undertaking health care
94	GE1 (DANOS AA1)	Recognise indications of substance misuse and refer individuals to specialists
95	GE10 (DANOS AG1)	Develop, implement and review care plans for individuals
96	GE11 (CJ E406)	Support individuals who are substance users

97	GE2 (DANOS AB5)	Assess and act upon immediate risk of danger to substance users
98	GE3 (DANOS AD1)	Raise awareness about substances, their use and effects
101	GE7 (DANOS AH 10)	Carry out brief interventions with alcohol users
111	GG1 (CJ D401)	Promote employment, training and education opportunities for those who have offended or are likely to offend
112	GG2 (CJ D402)	Enable individuals who have offended or who are likely to offend to maximise their employment opportunities
113	GG3 (CJ D403)	Negotiate with employers and support them in offering opportunities to individuals who have offended or who are likely to offend
115	GJ1 (CJ E412)	Provide and evaluate agreed activities for individuals
118	HD14 (CJ A205)	Lead the work of teams and individuals to achieve their objectives
119	HD15 (CJ A206)	Manage the performance of teams and individuals
120	HD16 (CJ F310)	Develop teams and individuals to enhance performance
123	HE1 (ML E1)	Manage a project
128	HF1 (ML F1)	Manage a budget
135	HF24 (CJ A212)	Maintain activities to meet requirements
136	HF25 (CJ A213)	Manage activities to meet requirements
137	HF26 (CJ A402)	Contribute to the development and promotion of the agency and its services
138	HF27 (CJ A215)	Evaluate, prioritise and review demands for services
149	ZA1 (CJ A407)	Receive, transmit, store and retrieve information
150	ZA2 (CJ A407)	Research, prepare and supply information
151	ZA7 (CJ A404)	Facilitate Meetings
152	ZA8 (CJ A404)	Organise and record meetings
153	ZE1 (CJ F308)	Contribute to the development of the knowledge and practice of others
154	ZE2 (CJ F311)	Design learning programmes to meet learners' requirements
155	ZE3 (CJ FS12)	Support and advise individual learners
156	ZE4 (CJ F313)	Facilitate individual learning through coaching
157	ZE5 (CJ F314)	Facilitate individual learning and development through mentoring
158	ZE6 (CJ F315)	Facilitate learning in groups through presentations and activities
159	ZE7 (CJ F316)	Facilitate learning through demonstration and instruction

160	ZE8 (CJ F317)	Monitor and review progress with learners
161	ZE9 (CJ F318)	Evaluate training and development programmes