



## **Forth Valley Pathways Coordinator**

### **Job Description and Person Specification**

#### **Role Profile**

The Pathways Coordinator works in partnership with the current schools team to identify and build effective relationships with mentored young people who will be transitioning to Forth Valley College. You will be focusing on getting to know young people and mentors through school visits, supporting both mentors and young people to continue their mentoring journey at Forth Valley College. You'll be there to provide young people with personalised support, information, advice and guidance throughout their college journey, identify those at risk of becoming disengaged and engaging with widening access and Skills Development Scotland colleagues to ensure young people receive any additional support they need to sustain destinations.

#### **Job Description**

##### **Programme delivery**

- Establish and grow exceptional relationships with schools and college staff as well as other relevant partners that support the delivery across Forth Valley
- Build exceptional individual relationships with all MCR young people and young adults, especially during secondary school transitions and through delivery of MCR Pathways mentoring programme
- Actively support all young people and young adults towards rapidly securing a mentored relationship. Encourage and support their full participation and to get the maximum benefits from mentoring
- Conduct regular progress and impact reviews with all young people and young adults on the programme and provide support and challenge to stay on track.
- Continue to keep in touch and, where appropriate, support young people and young adults in scope who don't yet participate and/or are disengaged or declined.
- Devise a clear plan for the delivery of secondary school transitions work to support future young people's pipelines.
- Ensure the young people and young adults benefit from all other aspects of the MCR model.
- Maintain programme and quality assurance records including data on Pathfinder, and any other documentation as directed. Complete all data requirements required for the funding of the programme including those associated with mentoring, outcome measurement and destination tracking.
- Contribute to identifying and nominating young people and young adults for the awards ceremonies and provide case studies and good news stories to aid the celebration of their achievement.

### **Mentor recruitment, training, engagement and support**

- Consistently support and actively engage mentors throughout the length of their mentoring relationships.
- Working with the regional team, Programme Manager and Mentor Services, to help drive mentor recruitment to the targets needed.
- Deliver effective mentor inductions, and deliver Core Mentor Training in the college and local areas.
- Promote use of the Mentor Hub, timely recording of mentor sessions and booking of mentoring appointments, identify training needs and sharing best practice.
- Participate in and lead structured coffee conversations with mentors, to support and develop their practice, aid matching / rematching, and encourage their continued involvement with the programme.
- Continually feedback to mentoring services all mentor issues, improvement suggestions and perspectives on quality of matches

### **MCR programme development, impact & continuous improvement**

- Feedback programme improvement strategies to MCR team.
- Active participation in the MCR PC Forums and peer support networks.
- Prepare for internal and external quality assurance activities, with attendance at training and support meetings as directed.
- Take a proactive approach to securing the delivery of key performance targets and any other measures associated with the funding as directed from time to time.
- Write reports on performance or contribute to performance reports as directed.
- Be responsive to the Programme Manager and directions given for quality or programme improvement.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

## Person Specification

	Essential	Desirable
<b>Skills &amp; Experience</b>	<p>Experience of working with young people</p> <p>Competent with a variety of software packages</p> <p>Experience or a knowledge of processes to document and evidence good practice and positive outcomes</p> <p>Awareness and understanding of the principles of safeguarding and child protection duties</p>	<p>Experience of working with care-experienced or vulnerable young people</p> <p>Knowledge of using Google Drive, and of creating/using spreadsheets</p> <p>Experience of facilitating group sessions with young people and/or delivering training/information sessions to adults</p> <p>Experience of managing and/or positively supporting volunteers</p>
<b>Abilities</b>	<p>Ability to present programme information &amp; deliver prepared training sessions to groups</p> <p>Exceptional ability to build meaningful relationships with young people aged 12-19 years, education colleagues, volunteer mentors and local employers</p> <p>Ability to work well on own initiative, as part of a team and on a flexible basis in response to young person &amp; organisational need</p>	
<b>Attitude &amp; values</b>	<p>An understanding of the challenges and barriers that care-experienced and/or vulnerable young people may experience</p> <p>Young person consistently at the heart of professional values and practice</p> <p>Positive, solution-focused attitude</p> <p>Non-judgemental approach</p>	
<b>Qualifications</b>		National 5+ (or equivalent) Maths and English and/or HNC level or above in relevant subject