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| **Post Title:** | Mentoring Support Worker |
| **Responsible to:** | Intandem Mentor Co-ordinator |
| **Duration of Contract:** | Fixed term for 12 Months |
| **Hours of Work:** | 21 hours per week |
| **Times of Work:** | Variable According to need, including evenings and weekends |
| **Salary:** | £25789-£28064 pro rata |
| **Application deadline:** | 18.06.2025 |
| **Interview date:** | 25.06.2025 |

**Job Overview:**

Intandem provides mentoring for children and young people who are aged 8 – 14 years who are looked after at home or Kinships Care. Intandem recognises a young person’s need to have at least one long term relationship with a positive adult role-model.

As Mentoring Support Worker you will provide direct 1:1 support to young people while they wait to be matched with a volunteer mentor — offering consistent weekly sessions that build trust, promote wellbeing, and introduce young people to the mentoring experience through fun, community-based activities.

You will assist the intandem Mentor Co-ordinator, with recruitment, training & support of mentors. You will play a key role in changing young people’s lives for the better. Mentors play a vital role in helping young people become independent, develop goals and find ways to achieve them.

Intandem, Scotland’s mentoring programme for young people brings together care experienced young people with a mentor to build a consistent and trusting relationship and improve their chances in life. The focus in every mentoring relationship will be on developing the child / young person, recognising and building their strengths, and providing support and encouragement to deal with difficult and challenging situations in their lives.

The post holder should be flexible as the actual times of work will involve working, evenings, school holidays and weekends.

A valid driving licence is essential for this role.

**Mentor Support Worker Main Duties**

As Mentor Support Worker your duties include:

* Develop and deliver quality support services for care experienced young people through a variety of approaches including group activities, 1-2-1 targeted support and training opportunities
* Advocate on behalf of young people on a range of issues responding to individual needs.
* Develop and deliver issue-based group work, learning opportunities and training for around a range of key issues according to need.
* Liaise with partner agency staff for the purposes of seamless referral of care experienced young people as appropriate.
* Ensure support for each individual is reviewed ensuring ongoing provision of information and contact so changes in need are identified and the most appropriate support offered
* Identify where group support, including youth clubs, workshops, training and learning, will address individual needs, and plan and deliver such support, working as appropriate with colleagues and volunteers to maximise outcomes for care experienced young people.
* Support recruitment, induction and training of both volunteer and paid mentors
* Assist with the matching process of mentors to mentees
* Provide support to enable young people to play a key role in both national and local youth representative & empowerment groups i.e. West Dunbartonshire Champions Board, Intandem InVoices – Y sort it Youth Management Board and influence policy and decisions affecting their lives.
* Gathering qualitive feedback from mentors and mentees
* Ensuring that adequate safeguarding measures are in place for both mentors & mentees
* Ensuring that adequate risk assessment & health and safety procedures are in place for the save provision of the service
* Collating both qualitative and quantitative data as requested by Y sort it, West Dunbartonshire Council and Inspiring Scotland – Roberson Trust
* Support service development ensuring that volunteers & young people gain maximum benefit from their contact with the Intandem Project.
* Engage with young people in the development of projects and services to ensure that they are an integral and key part of the process.
* Implementing child protection /vulnerable adult safeguarding procedures when necessary
* To undertake training as part of continuing professional development
* To actively participate in line management support including appraisals.
* To produce written reports as requested by your line manager or key working relationships.
* Develop & maintain a robust monitoring framework to capture evidence of outcomes.
* To contribute towards the design, delivery and evaluation of services
* To adhere to all quality standards as set out in Y sort it policies and procedures and your discipline’s affiliated body.
* Provide support to enable young people to play a key role in both national and local youth representative & empowerment groups ie West Dunbartonshire Champions Board, Intandem InVoices – Y sort it Youth Management Board and influence policy and decisions affecting their lives.
* Research activities, including funding opportunities to support the development of the

Intandem Mentoring Service

**Shared tasks:**

* To attend and contribute fully to all team and working group meetings as required
* To contribute to the development of Y sort it aims and objectives and to play an active part in the evaluation of our services
* To contribute to the effective running of the organisation as a whole
* To act in accordance with Y sort it’s code of conduct at all times

**Main Duties *(Continued)***

**Administration:**

* Organise and manage your workload in an effective and efficient manner.
* Provide quality feedback, both written and oral, on your work as required by your line manager.
* Keep up to date records of your work as directed by your line manager.
* Provide monitoring and evaluation reports on your work on a regular basis as required.
* Ensure availability diaries and timesheets for your own work are submitted weekly by the appropriate deadlines.

**Training and Development:**

* Engage in team meetings, focus groups and monitoring and evaluation meetings for efficient running of the organisation and its services.
* Engage in support and supervision and annual appraisal with your line manager.
* Undertake appropriate training as directed by your line manager.

**Other Duties:**

* Keep appropriate records in line with Y sort its policies and procedures if handling cash and authorised expenditure.
* Ensure self compliance with Y sort its policies and procedures including, but not exclusively, Code of Conduct for Employees, Health & Safety, Confidentiality, Child Protection.
* Co-operate with the introduction of new procedures and/or new equipment/technology.
* The duties of the post may change from time to time without altering the general character or responsibilities entailed.