

Mentoring & Wellbeing Coordinator

1. MENTORING & WELLBEING COORDINATOR	
JOB TITLE:	Mentoring & Wellbeing Coordinator
LOCATION:	Predominantly home-based, with regular engagement from our office in Leith and travel across Edinburgh to meet volunteers and young people as required
REPORTS TO:	Youth and Mentoring Service Manager
SALARY	£30,351 FTE (£18,210 pro rata for 21 hrs per week)
HOURS:	21hrs per week Evening working required as appropriate
DURATION OF POST:	Ongoing whilst funding remains in place
ANNUAL LEAVE:	35 days per year including public holidays (pro rata)

2. JOB PURPOSE
This is an opportunity for a proactive, relationship-focused worker to coordinate volunteer-led mentoring and provide accompanying support for children and young people. Mentoring coordination is the main focus of the role. Working within YMCA Edinburgh's mentoring team, the post-holder will help deliver programmes such as intandem, for care-experienced young people, and Plusone, supporting young people through preventative and early intervention mentoring. Supporting volunteer mentors is a key aspect of the post. Through regular guidance, encouragement and opportunities for learning, the post-holder will help volunteers build safe, consistent and meaningful relationships with young people. These relationships can make a significant difference to young people's wellbeing, confidence and sense of connection. Alongside coordination, the post-holder will provide targeted 1:1 support and contribute to occasional youth work and group activities, particularly for young people engaged with mentoring services. The role involves building positive relationships with volunteers, young people, families and partners, helping strengthen the supportive scaffolding around children and young people who are under-supported and may be facing a range of challenges. Young people and volunteers will be involved in shaping their support and influencing our services.

3. MAJOR TASKS & DUTIES TYPICALLY INCLUDE:

Mentoring coordination – the main focus of the role

1. Coordinate an agreed number of volunteer-led mentoring relationships, including matching, monitoring and reviewing support.
2. Provide regular guidance and support to volunteer mentors, recognising their contribution and celebrating successes in their mentoring relationships.
3. Contribute to mentor recruitment, induction, training and development as part of the mentoring team.
4. Liaise with young people, families and relevant professionals to support coordinated, relationship-based work.
5. Work within programme requirements for mentoring provision such as intandem and Plusone.

Targeted 1:1 support

1. Provide an agreed amount of direct support where a mentoring relationship is not yet in place or additional short-term support would be beneficial.
2. Help young people identify goals, make informed choices and access appropriate opportunities and services.

Youth work and group activities

1. Support existing youth work programmes occasionally, as agreed with the line manager.
2. Contribute to targeted group activities for young people engaged with mentoring services, where these respond to young people's interests and needs and fit within agreed priorities.

Partnerships and participation

1. Work collaboratively with colleagues and partners, contributing to relevant meetings and networks where appropriate.
2. Create opportunities for young people and volunteers to shape their support and contribute to service development.

Records, monitoring and professional practice

1. Maintain accurate, up-to-date records of volunteers, mentoring relationships and direct support.
2. Gather feedback and outcome information and contribute to monitoring, reporting and service improvement.
3. Follow YMCA Edinburgh's policies and procedures, including safeguarding, confidentiality and data protection.
4. Participate in supervision, team meetings and relevant professional development.
5. Work in line with YMCA Edinburgh's values and undertake other duties appropriate to the role and agreed working hours.

- *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

Mentoring Coordinator & Youth Worker | 21 hours per week

ESSENTIAL CRITERIA

1. Supporting children and young people

Experience of supporting children or young people in 1:1 and/or group settings, using a relationship-based approach that builds trust and involves young people in decisions about their support.

2. Supporting volunteers or others

Experience of supporting, guiding or coordinating volunteers, staff, peer mentors or comparable groups of people, helping them fulfil their roles.

3. Organisation and independent working

Ability to organise a varied workload, prioritise tasks and follow through on agreed actions, working independently while seeking support when needed.

4. Communication and collaboration

Ability to communicate clearly, verbally and in writing, and work positively with young people, volunteers, families, colleagues and professional partners.

5. Record keeping and monitoring

Ability to maintain accurate records, use everyday IT systems including spreadsheets, and gather information to monitor activity and outcomes.

6. Understanding of young people and youth work

Understanding of issues affecting children, young people and families, and how a youth work or relationship-based approach can support them.

7. Safeguarding and professional boundaries

Understanding of safeguarding, confidentiality and professional boundaries, and ability to follow child protection procedures and seek advice appropriately.

8. Values and learning

Commitment to an inclusive, participatory and relationship-based approach, with willingness to reflect on practice, learn and undertake relevant training.

DESIRABLE CRITERIA

These are additional strengths, not requirements for appointment.

- Experience of coordinating mentoring relationships or similar support models.
- Experience of supporting young people affected by poverty, care experience, mental health difficulties or involvement in offending.
- Experience of delivering training or workshops, working with external agencies, or contributing to project evaluation and reporting.
- A relevant qualification in youth work, community education, social work or a related field, or training in mentoring, coaching or solution-focused approaches.

PRACTICAL REQUIREMENTS

Ability to work occasional evenings and travel across Edinburgh to meet young people, volunteers and partners. A driving licence is not required.

Application and assessment

How to apply

Applications should be submitted to jobs@ymcaedinburgh.com

Deadline: 5 pm Monday 2nd November 2026

Please complete the application form, using the supporting statement in the application form to address the following four areas, using brief examples where possible. Keep your statement to a maximum of 800 words overall. You may use the headings below and bullet points, and you do not need to give equal space to each area. A separate CV or covering letter is not required. Please avoid including identifying information about children, young people or families in your examples.

1. Supporting young people

Your experience of supporting children or young people, building trusting relationships and involving them in decisions about their support.

2. Supporting volunteers or others

Your experience of supporting, guiding or coordinating volunteers, staff, peer mentors or other groups, helping them fulfil their roles and recognising their contribution.

3. Organising and communicating

How you organise your workload, prioritise tasks, maintain accurate records and work positively with others.

4. Your interest and approach

Why this role interests you and what you would bring to YMCA Edinburgh's participatory, inclusive and relationship-based approach.

How your application will be assessed

We will consider evidence across your application form and supporting statement. The four areas group the relevant essential criteria, so you do not need to address every criterion separately. Evidence will count wherever it appears in your application.

Supporting statement area	Essential criteria assessed
1. Supporting young people	1 – Supporting children and young people
2. Supporting volunteers or others	2 – Supporting volunteers or others
3. Organising and communicating	3 – Organisation and independent working 4 – Communication and collaboration 5 – Record keeping and monitoring
4. Your interest and approach	8 – Values and learning

Interview

The interview will explore the application criteria in more depth and assess essential criteria 6 (Understanding of young people and youth work) and 7 (Safeguarding and professional boundaries). These two criteria do not require separate written responses in your supporting statement. We will also discuss practical working arrangements and availability.

Desirable criteria are additional strengths and will not substitute for essential requirements. We welcome relevant transferable experience and will consider how your skills apply to this role.