|  |
| --- |
| **Job Description** |
| **Post title** | Education and Employment Mentor |
| **JE Reference No** | N10424 |
| **Grade** | 5 |
| **Service** | Children and Young People’s Service |
| **Service Area** | Progression and Learning |
| **Reporting to** | The post holder will be accountable to the SEND Programme Lead or her nominee within Children and Young People’s Service. |
| **Location** | Your normal place of work will be Civic Centre, Crook, but you may be required to work at any Council workplace within County Durham. |
|  |
| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

|  |
| --- |
| **Description of role** |

It will be essential for the post holder to establish strong networks and working relationships with internal and external employers within County Durham, this also includes working very closely with parent/carers and other partner organisations. This individual will be required to work with a caseload of learners aged between 16 and 65 years old who have a physical or sensory disability, learning disability, mental health concern or autism find and remain in sustainable employment.

The Education and Employment Mentor will work closely with the Supported Employment Officer to arrange training, work experience and work placement as part of an individualised supported employment programme. Develop close working relationships with ALSS Employer Engagement Officer and apprenticeship team, Progression and Learning team and SEND, LA, and Vulnerable Groups team to support transition/ collaborative working. Links with the ALSS Engagement team and curriculum teams, in particular English and Maths and learning support will be key.

To provide a co-ordinated programme which emphasises journeys into pathways to employment and is informed by community needs.

To identify growth sectors and work with local employers to provide a mentoring support service to enable learners to access opportunities and build the skills that lead to sustainable employment that is right for them.

To provide effective Information, Advice and Guidance and aftercare service to learners on a one to one basis that provides the support needed to remove difficulties and barriers to sustained employment

To add value by developing networks with those involved in other learner and employer engagement activities to support collaborative working and avoid duplication.

|  |
| --- |
| **Duties and responsibilities** |

* To engage, build and maintain effective relationship with learners and provide effective Information, Advice and Guidance aftercare service on a one to one basis.
* To assess learners’ employment and skills needs to help them meet and progress their current and future career aspirations.
* To develop individual action plans and mentor, support and encourage learners to achieve their goals and overcome any barriers to success.
* Negotiate and refer learners to support services as needed to enable successful progression.
* To support the learner’s continued personal and skills development, through working with employers to address any training or development needs and accessing mainstream resources and any other appropriate service available.
* To support in the co-ordination and delivery of initiatives within the key local sectors likely to create job opportunities and build on existing initiatives
* To support individuals to move into employment and businesses to provide employment opportunities by removing barriers.
* To support the SEND Supported Employment Officer in the coordination of the supported internship programme ensuring targets and outcomes are met
* To maintain an up to date knowledge of the skills support services
* To work collaboratively with other partners to help ensure best possible outcomes for each learner and employer and avoid duplication of service.
* Work with other staff teams and colleagues to develop good practice work and skills materials to support the learner and employer achieve mutual expectations.
* Be responsible for own administration and record keeping, capture this information in appropriate paper and electronic based systems as required, and assist in the collection and interpretation of monitoring information, including customer and stakeholder feedback, in accordance with the funders requirements.
* Any other duties appropriate for the successful operation of the Project.

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

|  |
| --- |
| Person specification |
|  | Essential | Desirable |
| Qualifications | * Level 2 qualification in relevant field e.g. Supported Employment Related Services.
 | * Recognised teaching / training qualification in Youth Work.
* Information, Advice and Guidance qualification
 |
| Experience | * Experience in employer engagement
* Experience of arranging work experience placements, particular for learners with SEND.
* Experience of providing information and advice to young people.
 | * Experience of updating and maintaining databases.
* RARPAP experience
* Experience of working with employers, schools, colleges and other education and training providers
 |
| Skills & Knowledge | * Understanding of issues / potential barriers relating to young people and their progression into employment.
* Knowledge of disability and employment issues.
* Ability to communicate effectively with a range of individuals, including employers and colleagues in the Local Authority.
* A person-centred, empathetic and non-judgemental approach to working with young people.
* Ability to use ICT including Outlook and Microsoft Office.
* Strong clear communication and interpersonal skills.
* Good written skills and an ability to produce clear and understandable reports.
* Excellent organisational skills.
* Ability to prioritise and manage own workload.
* Effective negotiation skills.
* Effective marketing skills.
 | * Knowledge of supported employment techniques such as vocational profiling, job matching and systematic instruction.
* Knowledge of the implementation of reasonable adjustments and Disability Confident.
 |
| Personal Qualities | * Confident approach.
* High level of professionalism.
* High aspirations for young people
* Ability to motivate self and others.
* Adaptability, flexibility and capacity to work effectively under pressure and to tight deadlines.
* Ability to use tact and diplomacy.
* Ability to work as part of a team making active contributions to support its success.
* Willingness to undertake ongoing workforce development.
* Commitment to Equal Opportunities.
* Able to meet the transport requirements of the post; access to a car or access to a means of mobility support (if driving, must have a current valid driving licence and appropriate insurance).
 |  |