



Job Description	
Job Title:	Youth Employability Mentor
Reports to:	Employability Manager
Contract Term:	FTC until 28 February 2026 (with a view to extend) – 37.5 hours per week Core hours Monday to Friday between 08:30-17:00 (with flexibility to cover occasional evening & weekend where required).
Salary:	Competitive
Job Purpose	
Deliver a wide range of employability provisions to promote pathways for young people into employment, education or training in partnership with the Department for Work & Pensions (DWP)	
Key Duties	
<ul style="list-style-type: none">• Work with the Department for Work & Pensions and Job centres to engage young people 16-24 in our Youth Hub offer• Design and deliver a curriculum for our Youth Hub experience package such as mental health, fitness, life skills and employability skills• Build a rapport with participants to ensure the best success and outcomes for all in the Youth Hub• Monitor and evaluate the impact of the provision on participants• Specifically working with participants with complex needs to remove any barriers accessing the workplace• Have an outgoing attitude and be able to use your initiative to effectively carry out your duties• Be target driven and proactive in achieving outcomes and be open to new ways of working to meet the needs of young people across the county• Effective timetabling and time management• Develop and in-depth knowledge of the local labour market and employment opportunities to share with participants• Build positive relationships with participants to encourage them to gain employment or access further training or education• Support young people with complex needs and be inclusive in our approach to support young people into employment, education & training• Review KPI's regularly to ensure project milestones are met and recorded accurately on our in-house CRM• Support participants in completing qualifications and training throughout the youth hub journey	



- Organise and develop skills sessions for young people
- Daily one to one appointments with participants
- Organising monthly skills days for participants to attend and develop new skills
- Refer young people into training or education with local training and education providers
- Work Experience: Support and mentor young people into work related activity
- Engage with job centres and run regular engagement activities
- A commitment and adherence to Foundation policies and procedures
- A commitment to Foundation values, including safeguarding and EDI
- Any other duties deemed appropriate by line manager or SMT

Person Specification			
Education/Qualifications	Essential	Desirable	Measured
Degree/A Levels or Youth related qualification		✓	Application
English GCSE level 4 or above or equivalent	✓		Application
Emergency First Aid		✓	Application
Safeguarding qualification		✓	Application
Knowledge and Experience			
Knowledge of local communities and demographics	✓		Interview
Understanding of safeguarding and health and safety		✓	Interview
Experience of working within the employability, skills or education environments		✓	Interview
Knowledge of the employability landscape including benefit system.		✓	Application
Experience of creating new programmes and developing current programmes.		✓	Application/interview
Experience in working in youth engagement employability type programmes		✓	Application/interview
Proven track record in hitting KPI's.		✓	Application



FOUNDATION

The Club's Official Charity

Experience of working with young people or vulnerable adults	✓		Application/interview
Experience of delivering activities with Safeguarding provisions for children & vulnerable adults.		✓	Application/interview
Commitment to development and willingness to undertake training where necessary	✓		Application/interview

Skills and abilities			
Able to communicate effectively with a range of people	✓		Interview/practical
Able to work in both a team and independently and maintain a high standard of work	✓		Interview
Self-driven individual who isn't afraid to take a lead on projects and sessions	✓		Interview/practical
Demonstrate ability in building professional and supportive relationships with a range of learners including NEET	✓		Application/interview
Ability to design and implement engaging and inspiring activities for participants.	✓		Application/interview
Excellent planning and organisational skills and able to meet deadlines	✓		Interview
Excellent IT skills to include Microsoft Office products	✓		Application/interview
Personal			
A passion for working with young people and those seeking work, education or training opportunities.	✓		Application/interview
Current DBS	✓		Application/pre-employment check
Hold a valid driving licence and have access to own transport, to include business use insurance cover	✓		Application