



Job Description	
Job Title:	Youth Employability Mentor
Reports to:	Employability Manager
Contract Term:	FTC until 28 February, 2027 (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 Jobcentres to engage young people 16-24 in our Youth Employability Hub • Design and deliver a curriculum for our Youth Employability 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 Employability 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 an 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 their Youth Employability 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 Jobcentres 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