****

**Job title**

One -to-one mentor

**Job description**

Overview - The job holder will be responsible for working with young people to help them to develop in every area of their life. This includes supporting them with social, emotional, mental and spiritual development.

They will be accountable for work and practice standards in accordance with Heartlift policies.

**Post**

Initial 3 month contract with a possibility to extend

Term time only - 8 am – 4 pm / 9 am – 5 pm

Full UK driving license is required with use of own vehicle for work.

**Salary**

Minimum wage

**Responsibilities, activities and duties (not exhaustive)**

* To deliver one to one / group sessions with young people
* To develop, contribute and deliver mentoring plans
* To plan sessions with purposeful activities
* To be accountable for the delivering of objectives
* To deliver sessions in line with financial budgets
* To complete and input on risk assessments
* To liaise with professionals and partners as and when required
* To identify and report safeguarding issues
* To maintain accurate and up to date records and reporting in respect of young people.
* To promote innovation and continuous improvement to service delivery
* To demonstrate pro-social modelling skills by reinforcing pro-social behaviour and challenging anti social behaviour
* To work within the aims and values of Heartlift
* To carry out any other tasks commensurate with the role
* To comply with GDPR requirements and data protection

The job holder is expected to understand that reasonable alterations and additional tasks of a similar level may be necessary.

**Competencies**

The job holder must be able to demonstrate the following competencies -

* Leading and communicating
* Building capability for all
* Collaborating and partnering
* Making effective decisions
* Delivering at pace
* Managing a quality service

**Skills**

Essential -

* Ability to work flexibly.
* To meet the business needs of Heartlift
* Basic IT skills
* Ability to write in clear and concise language

Desirable -

* Qualifications in English, Maths and IT