**Voluntary Action North East Lincolnshire** 

Job Description

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| **Youth Leadership Mentor** |

**Reports to:** Youth Leadership Manager

**Purpose of the job:** To support the development, delivery and sustainability of the

Reaching Communities funded service programme:

“Helping Young People to Help Each Other to Lead Their Communities”

**Responsible for:** Supporting all tasks relating to day-to-day programme operations;

Assisting young people to undertake training, volunteering and activities to

enable them help and lead people within their local communities to deliver

projects;

Working directly with voluntary and community organisations;

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| **MAIN TASKS:**   1. Assist with promoting the service programme 2. Liaise with community groups, neighbourhood forums and similar group structures 3. Encourage and support the recruitment of young volunteers and leaders 4. Work with the volunteer centre to support and develop young volunteers and their host organisations 5. Support and advise young volunteers in developing projects, community activities and events 6. Assist the Youth Leadership Manager and Youth Leadership Workers to facilitate training, learning and skills development for young volunteers and leaders 7. Develop relationships and joint working with relevant statutory groups and organisations 8. Support the Youth Leadership Manager and Youth Leadership Workers to identify and apply for relevant funding opportunities to support the programme and assist young people and community groups to do likewise |
| **RESPONSIBILITIES**  The post holder is responsible for:   * Maintaining a professional relationship with the clients of the programme and with other staff, with particular attention to confidentiality and the maintenance of boundaries. * Engaging in supervision, training, and personal development activities consistent with the requirements of the post and individual career goals. * Supporting administrative systems which record the progress of young people, communities, and organisations * Working flexibly as required by the project and the employer which may require some working out of ‘normal office’ hours. * This is not an exhaustive list of duties and responsibilities, and the post-holder may be required to undertake other duties which fall within the remit of the job, in discussion with the manager. * This job description will be reviewed regularly in light of the changing nature of community development work and any such changes will be discussed with the post holder. * The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and show a strong commitment to equality and diversity in all aspects of the job role |
| **DECISION MAKING:**  ***An Youth Leadership Mentor is authorised to make:***  Day to day decisions regarding the prioritisation of their workload and others to be agreed on appointment as appropriate to tasks being undertaken  **N.B:** Guidance is available at all times via the Youth Leadership Manager and Youth Leadership Workers, VANEL managers and other VANEL staff as required. |
| **Special Circumstances:**  Some flexibility is required regarding undertaking additional duties on an ad hoc basis to support team members and community partners to ensure the efficient and effective operation of the programme at a level of responsibility not higher than that of appointment. |
| POSITION IN THE ORGANISATION: Board of Directors/Trustees  Chief Officer  Youth Leadership Manager    Youth Leadership Workers  ***Youth Leadership Mentors*** |

# PERSON SPECIFICATION

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|  | Essential | **Desirable** |
| **Attainments / Training** | * Working towards graduate   or equivalent qualification   * GCSE/equivalent in English & Maths | * Community Service Award, e.g. Duke   of Edinburgh; Princes Trust/similar |
| **Experience** | * Undertaken some volunteering | * Undertaken any community based group activities or projects for benefit of a specific community, by geography e.g. village/street or by theme, e.g. sport, arts |
| **Knowledge** | * Some awareness of community development principles | * Has demonstrated the use of community development principles |
| **Skills &**  **Practical Effectiveness** | * Good interpersonal skills (written & oral) * Good facilitation skills * Good presentation skills * Good negotiation skills / persuasive style * Ability to work on own initiative and prioritise work both with and without supervision * Ability to recognise inappropriate attitudes, language and behaviour and to take appropriate action to prevent/deal with such behaviour as appropriate * Good level of information technology skills * Ability to see solutions rather than problems * Ability to identify and work with assets | * Word-processing/computing skills * Report writing skills * Social networking skills |
| **Respect for Ethnicity and Diversity** | * Must consider and show respect for the opinions, circumstances and feelings of staff and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. * Must understand other people's views and takes them into account. * Must be tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. * Must understand and be sensitive to social, cultural and racial differences at all times | * Have worked or volunteered or undertaken group activities with people from different ethnic and/or religious/cultural backgrounds |
| **Other** | * A preparedness to work flexible hours through prior arrangement as the needs of the job dictate (e.g. some evenings) | Have a clean driving licence and access to a car which is insured for business use with a current valid MOT test certificate |