

## **Job Role: Work Mentor**

### Can You Mentor a Young Person?

The government has recently provided funding for employers to create 6 month job placements for young people aged 16 - 24 currently on Universal Credit. Elev8Careers are working with London Learning Consortium to provide pre-employment training and mentoring to a number of young people enrolling as part of this initiative called Kickstart.

Elev8Careers is now **HIRING MENTORS** to support these young people to make the most of their work placements.

The mentor's job is to form a positive one to one relationship and create a safe space that supports the growth and development of the mentee.

The role includes:

- providing guidance, motivation and emotional support
- role modelling
- exploring careers, setting goals, developing contacts, and identifying resources
- helping the mentee develop the employability skills they need to succeed in their current role and beyond
- constructive questioning and challenging
- helping them to recognise and improve their transferable skill development
- offering perspective, drawing on own experience in applying for and working in roles and problem solving work issues
- identifying any barriers to progression and learning points for their development
- setting and monitoring agreed goals
- providing practical support such as CV writing/checking and interview preparation
- recognition of strengths and support mentee to discover and use them.
- keeping effective written records of meetings using the forms provided
- completing an action plan for the first and last meetings

### **Commitment**

The mentoring commitment is one hour per month for 6 months.

Young people will be assigned mentors based on their interests and needs.

The mentoring sessions will be conducted remotely. You will need access to a device that supports video calling software.

We recognise that a range of mentors can provide a wide spectrum and depth of knowledge and experience to the project. We value these perspectives and as such are

recruiting for a pool of mentors. The role is on a freelance basis and there is no guarantee how many students you will be allocated. Please clarify in your covering letter your ideal minimum and maximum number of young people to mentor. One young person would require one hour per month commitment. You will arrange the sessions with the young person so the work can be flexible around other commitments. There may be other training required depending on your experience.

### **Desirable Experience/Qualifications**

Enhanced DBS (and be on the update register)

Mentoring experience

Careers or youth work qualification and/or experience

Any careers sector/Industry experience (we are looking to hire a range of industries and backgrounds).

### **Required Skills and Approach**

Listening

Motivational approach

Problem solving

Communication

Employability

Patience

Writing

Supportive

Positive

Enthusiastic

Friendly

Reliable

Committed

Interested

### **Safeguarding and wellbeing**

All mentors must have an enhanced DBS and

- work according to the guidance of the Employability Mentoring Project Manager
- establish and maintain appropriate professional boundaries
- report any safeguarding concerns to their safeguarding lead
- observe confidentiality at all times
- respect different cultural values and work in a non-discriminatory manner

**Availability**

If possible be available on:

Friday 8th Jan - for a paid safeguarding training session

Date tbc - for a mentoring training session and follow up mentor to mentor support session.

Mentoring to begin at the end of January 2021 onwards.

**Elev8Careers is an equal opportunities employer and actively recruits for a diverse workforce.**

Pay: £20-25/hr depending on experience

Please send CVs and covering emails to [miranda@elev8careers.org.uk](mailto:miranda@elev8careers.org.uk).

***Please make clear in your covering letter which of the desirable skills, approach, experiences and qualifications you meet and your availability.***

[www.elev8careers.org.uk](http://www.elev8careers.org.uk)