

## JOB DESCRIPTION

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**Job Title:** Mentor

**Responsible to:** Programme Development Manager

**Responsible for:** N/A

**External Stakeholders:** Schools

**Team:** Leadership/Operations/**Delivery**

**Location:** 50 Westmoreland Rd, London, SE17 2GA & schools.

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### About Mentivity:

Founded in 2016 by Sayce Holmes-Lewis alongside Leon Wright and Tyson Holmes-Lewis, Mentivity is an award winning inspirational mentoring organisation and alternative educational provision that aims to provide aspirational support for young people, schools and parents through 1:1 mentoring and group conversation-based learning. Our sole quest is to offer our services to as many young people through our work. We intend to:

- Transform our mentees through inspirational workshops and aspirational visits.
- Incorporate a triangulated approach that promotes a bespoke, structured approach for each individual.
- Enable young people to improve their educational engagement, personal responsibility/ accountability.
- Strategically place ourselves centrally between all relative parties (the educational institutions, parents/guardians and mentees).
- Provide a holistic service, central to the needs of our clients, young people and varying partner agencies.

## Main Purpose of position:

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### DUTIES & RESPONSIBILITIES

Main duties of the role	% of role
<b>Mentoring and pastoral care</b> <ul style="list-style-type: none"><li>• Mentor and offer pastoral care to children and young people promoting personal development.</li><li>• Lead and deliver engaging and empowering sessions to develop a range of new skills, including leadership, communication, behavioural and organisation skills with children and young people.</li></ul>	20%
<b>Programmes</b> <ul style="list-style-type: none"><li>• Facilitate and deliver curriculum sessions to young people in an engaging and inspiring way, tailoring them as necessary.</li><li>• Work collaboratively with the PDM and CIOO to actively improve engagement methods and data collection.</li><li>• Ensure all administrative tasks (including planning, registers, risk assessments, data collection and outcome monitoring) are completed promptly and accurately.</li></ul>	40%
<b>Safeguarding</b> <ul style="list-style-type: none"><li>• Ensure all health and safety and safeguarding policies and procedures are adhered to at all times.</li><li>• Work collaboratively with schools and local authorities to effectively manage any challenging behaviour.</li><li>• Ensure understanding of young participants' support needs and that reasonable adjustments are made to best support them.</li></ul>	20%
<b>Stakeholder Management</b> <ul style="list-style-type: none"><li>• Work with the team to promote participation especially by marginalised children and young people within schools.</li><li>• Work to actively promote Mentivity, our programmes, services and activities.</li><li>• Report to the senior mentor and school staff about the progress of young people and any difficulties or challenging behaviour.</li></ul>	20%

## PERSON SPECIFICATION

<b>SKILLS AND EXPERIENCE</b>	<b>Essential (E) Desirable (D)</b>	<b>Demonstrate at Application (A) or Interview (I)</b>
Experience working with young people in a paid or voluntary capacity	E	A/I
Ability to motivate and manage young people and to guide individuals through challenging activities	E	I
Ability to make decisions in a timely manner, work flexibly and adapt to achieve the most beneficial outcomes	E	A/I
Ability to listen and review the development of young people, as well as reflect upon your own performance	E	I
Experience of leading activities and working directly with groups of young participants aged 8 - 18 years	D	A/I
Experience of working in a challenging environment	D	I
Experience working in partnership with local authorities, schools, youth and/or community organisations	D	A/I
Ability to bring people from different backgrounds together	D	I
Demonstrable knowledge of challenges young Londoners face	E	A/I
<b>TECHNICAL SKILLS</b>		
Ability to work in fast paced environments, delivering high quality work whilst	E	A/I

remaining positive and supportive to colleagues		
Experience of working collaboratively in a team	E	A/I
Experience of planning, delivery and evaluation of activities, ideally for/with young people	E	A/I
Experience of risk management, assessments; mitigations and actions	D	A/I
<p>Understanding and Empathy:</p> <ul style="list-style-type: none"> <li>• Works to understand others – their strengths, fears and needs.</li> <li>• Advocates for others.</li> <li>• Models positive behaviours.</li> </ul>	E	A/I
Experience and confidence in using CRM platforms including Upshot, Google Meets and Zoom	D	A
Understands the importance of data, collection, management and driving impact	E	A/I
<b>PERSONAL QUALITIES</b>		
Willingness to learn new skills	E	A/I
Brings energy, enthusiasm and ideas to the organisation	E	I
Ability to follow a set curriculum, tailoring to suit the needs of the audience	E	A
Excellent written and spoken communication skills	E	A/I
Ability to handle sensitive information in a professional manner, and in line with our policies	E	A/I

A commitment to/an understanding of equity, inclusion and diversity	E	A/I
A commitment to personal and professional development	E	A

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Salary: £25,000

Location: Hub and schools

Hours: 40 hours

Annual leave: 4 weeks

Duration: Fixed term (1-year contract)