

Thank you for considering a Social Switch Youth Mentor role with Redthread. We are a team of compassionate, collaborative and courageous professionals committed to empowering young people to change their lives.

Please check out our [website](#) for more information on the services we provide and learn more about us, including our commitment to safeguarding, equity, diversity and inclusion. Here is an [animation](#) that was created with our Youth Ambassadors, and these clips, [C4 News- Young Women's Service](#), [BBC News - YVIP](#) and ['A day in the life'](#) will give you a taste of what we do every day.

Job Description

Post Title:	Social Switch Youth Mentor
Work area:	Social Switch Projects
Responsible to:	Social Switch Project manager
Location:	The post will be primarily based at Redthread's Head Office in Brixton, with some days at Catch 22's head office and working from home. However, all Redthread team members must have a flexible approach to working on other sites
Hours:	37.5 hours per week. The nature of Redthread's Social Switch work means that occasional evening and weekend work is required.
Salary:	£29,767.50 per annum + benefits
Contract type:	18-month fixed term, with the possibility of extension subject to funding
DBS Check Required:	Enhanced with Barring (Child & Adult Workforce)

Purpose of the Post

- London's Violence Reduction Unit (VRU) has joined forces with Redthread and Catch22 to support young Londoners aged 16-30 to gain skills, qualifications, and employment in the digital and surrounding sectors.
- The youth Mentor will be working within local communities to support programme users to progress into apprenticeships, employment, education, and training opportunities.
- In this role we are looking for a Youth Mentor to provide tailored career guidance and occasionally deliver facilitated employability workshops to those enrolled on the programme. We want someone who is ready to champion the rights and needs of those facing barriers to work, and is committed to delivering the best they can, for the people

on the programme

- You will manage a caseload of service users and develop bespoke plans to support these individuals throughout their journey towards progression. It would be beneficial to have an awareness of the digital or technical sectors and/or apprenticeships.
- You will immerse yourself in a targeted location and be responsible for engaging a range of referral partners to attract targeted young people onto the programme

Main Duties and Responsibilities

- Coach and prepare those on the programme to seek and achieve their career goals.
- Ensure programme users demonstrate and sustain progression into apprenticeships, employment, education, and training.
- Assist in the delivery of pre-employment model to all customers which will include both 121 and group interventions.
- To ensure your caseload receives quality employability advice including interview skills, CV and cover letter writing, job application skills, basic benefits knowledge, understanding the benefits of work.
- Accountable for outreach and engaging a caseload within the local community, developing bespoke actions plans, and high-quality caseload management.
- Ensuring all data is securely stored and the progress is logged in the Caseload management system.
- Logging any safeguarding, complaints, concern, and risks through the use of Redthread's policy.
- To deliver a range of supportive interventions to help a wide range of participants achieve sustainable employment.
- To effectively engage participants and attach them to existing and new employability programmes/interventions.
- To deliver high quality end to end Information, Advice and Guidance to participants on our employability programmes.
- To promote and develop the mind-set, emotional intelligence qualities, self-confidence, and esteem so that the participants succeed in the world of work.
- To prepare CVs, cover letter and job/apprenticeship application forms with participants.
- To engage and maintain regular contact with participants at agreed intervals to ensure they sustain their job or apprenticeship.
- To ensure participants demonstrate and sustain progression into apprenticeships and employment.
- To support with the delivery of any Job Fairs, Workshops and Seminars both face to face and remote that prepare participants ready for the world of work.
- Proactively working with other organisations and the local community to identify appropriate support or opportunities for your cohort of young people.
- To take responsibility for the delivery of Redthread operational targets.
- Collect and record evidence of project outcomes and young people's achievements, ensuring

the completion of monitoring forms and project progress reports as required.

- To ensure that timely input and communication of key documents and information is delivered.

General responsibilities of all Redthread staff

- Actively participate in staff meetings, session evaluations, supervision/reviews and planning sessions and in Redthread's overall development, including input on the needs of young people, ideas for new projects, and the ongoing development of existing projects.
- Assist where possible with fundraising events and fundraising, including the maintenance and growth of the regular supporter network, and to assist in promoting the organisation's work with young people to the wider community.
- Assist in maintaining good working relations with Redthread's stakeholders, project partners and other agencies and represent Redthread at external meetings as required.
- Encourage and enable young people to participate in all forms of decision-making and management of Redthread's projects, with the ultimate aim of empowering them to shape the services and activities provided for them. To ensure that all young people have equality of access and that the programme promotes opportunities for all young people.
- Assist the team in ensuring that all Redthread policies and procedures are followed, including Health and Safety, Safeguarding, Data Protection and Equal Opportunities. Report any concerns to an appropriate member of the Leadership Team.
- Work as a member of the Redthread team and assist as required across all the organisation's projects, carrying out any other duties that may be required to meet the needs of the organisation.

This job description is not exhaustive and is subject to review in consultation with the post holder and according to future changes/developments within the organisation.

Person Specification

The criteria below do not necessarily have to have been in paid work. Please think about other experiences such as voluntary, personal experience when considering them.

	Essential	Desirable
Experience	<ul style="list-style-type: none"> ● Significant professional experience of working with young people in a range of activities and settings ● Experience working within a multi-disciplinary team ● Experience in working autonomously ● Experience of working in a trauma-informed way with people impacted by violence, trauma or tragedy ● Experience in providing high-quality coaching support that ensures participants access to employment and apprenticeships. ● Able to build participants' self-confidence, self-esteem, and motivation to help them achieve in the world of work and lasting employment/career development ● Identifying skills and qualities in a young person to match appropriately with vacancies ● Progressing participants into apprenticeships and employment and sustaining them in these ● Ability to build and maintain strong working relationships with referral partners to ensure a constant flow of new referrals ● Experience working with 16–30-year-olds and advising towards careers in a broad range of sectors ● Experience working with a diverse caseload with complex barriers ● Partnership working, developing and maintaining good relationships with key stakeholders 	<ul style="list-style-type: none"> ● Experience and knowledge of strength-based recruitment ● Work experience within digital roles ● Experience in coordinating interviews and getting feedback on candidates ● Identifying skills and qualities in a learner to match appropriately with vacancies
Knowledge	<ul style="list-style-type: none"> ● Knowledge of approaches, including those relating to coaching and/or emotional intelligence, that ensure people are well-prepared for the world of work ● Knowledge of employability and/or apprenticeships 	<ul style="list-style-type: none"> ● How to develop employability provision ● Knowledge of digital apprenticeships ● Knowledge of the local labour market

	<ul style="list-style-type: none"> • How to develop referral pathways • Barriers faced by participants to securing employment 	
Skills	<ul style="list-style-type: none"> • Resilient and reflective • Well-developed verbal and written communication skills and an ability to interact with both young people and adults on a one-to-one basis and in small groups within a range of contexts • Ability to plan and manage own workload • Accurate data entry and record keeping • Working on Mac-based IT systems and monitoring processes • Ability to use up-to-date IT systems <p>Qualifications</p>	<ul style="list-style-type: none"> • Working on Mac-based IT systems
Qualifications	<ul style="list-style-type: none"> • A degree-level qualification in social work, youth work, a social science, education or another relevant field, or equivalent experience 	<ul style="list-style-type: none"> • Relevant professional qualification e.g., IAG level 3, Coaching qualification, ERS Level 3 certificate or diploma, Careers Guidance (QCG) • Experience in delivering services in the Employability sector • Experience in delivering specialist/digital/technical career advice • Facilitation/teaching experience Coaching experience
Professional Attributes	<ul style="list-style-type: none"> • Enthusiasm for Redthread's work • Approachable, self-motivated and committed to continuous personal development • A commitment to and understanding of equal opportunities as they apply to all aspects of Redthread's work 	

IMPORTANT INFORMATION

Pre-employment Checks

Any Employment with Redthread will be subject to the following pre-employment checks prior to your start date:

- a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International Criminal Record Check (If applicable)
- receipt of satisfactory references covering the last 5 years of employment/education
- at least one face-to-face interview for service roles
- proof of and continuous eligibility to work in the UK
- Any hospital based roles will require you to meet any applicable legal vaccination requirements, unless medically exempt, as set by the CQC and NHS Hospital Trust.

How to apply:

If this sounds like the right role and organisation for you, apply by following the link below.

We will accept applications until **10 am on Monday the 10th of June 2024**.

Apply Now: <https://app.beapplied.com/apply/kjohekqypu>

Please note: If we receive a high number of applications, we reserve the right to close the advert before the closing date. Therefore, early applications are encouraged.

- Shortlisted candidates will be invited to an online interview on the **14th of June 2024**.
- The successful candidates will be invited to an in-person interview at our Head Office in Brixton, London on the **20th of June 2024**.

We are committed to taking an inclusive approach to recruitment and selection whilst ensuring there is no discrimination in our processes and that our team and prospective employees are treated fairly, with respect and without bias.

Reasonable adjustments to the interview process can be made to accommodate additional requirements. Applicants are encouraged to highlight any specific adjustments needed to enable participation in the recruitment process.

Redthread is not a Home Office-licensed visa sponsor; evidence of the right to work in the UK will need to be provided.

For more information or to request reasonable adjustments, please contact applications@redthread.org.uk or call our HR team on [020 3744 6888](tel:02037446888)