

Job Title: Mentor – Cynnydd Project

Salary: 22 – 25 Business Support

Reports to: Employability and Opportunities Manager

Job purpose

To engage with FE learners, providing support on an individual and group basis: to include advice, guidance, motivation, raising of self-confidence, commitment to studies, levels of achievement and employability.

Key responsibilities

1. Engage with Cynnydd participants, providing support on an individual or group basis helping learners to overcome a range of barriers which would prevent them from completing their course of study.
2. Liaise with internal departments to support with attendance and tracking of participants.
3. Liaise with external agencies and local service providers in support of participants and where appropriate n advocate on their behalf.
4. Provide project participants with up to date information regarding support services, both internal and external
5. Interact with participants with the aim of building the confidence and commitment to their studies, identifying potential progression and career development opportunities
6. Provide a high level of customer service for all project participants, building resilience and developing problem-solving skills.
7. Ensure eligibility and maintain records of support in accordance with ESF project requirements
8. Work within the requirements of the Common Inspection Framework to provide a high quality teaching and learning experience for all learners
9. Liaise with Project Manager regarding monitoring, reviews, procedures and evidence requirements
10. Provide a learning environment that is flexible and productive using a variety of teaching methods appropriate to the needs of each participant
11. Maintain accurate records of all participant activity and report detailed information in project files
12. Work within the team to develop existing and new programmes

General responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To participate in personal professional development activities.
- To comply with all cross-College Policies and Procedures, and take specific responsibility for the College's commitment to diversity, equality of opportunity, and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- Encourage staff to undertake industrial opportunities as part of scholarly activity as appropriate
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- To safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

Person specification

Selection Criteria	Essential	Desirable	Method of assessment
Qualifications & Training	<ul style="list-style-type: none"> • Qualified to level 3 • Level 2 IT qualification or competent IT user with experience of record keeping 	<ul style="list-style-type: none"> • Level 3: Award in Education and Training (AET) or other relevant teaching/training qualification • NVQ Level 3 in Advice & Guidance 	Application form
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of mentoring and supporting young people • Experience of delivering Advice & Guidance • Experience of teaching or delivering personal development training including confidence building and motivation • Proficient in the use of the Microsoft Office Suite of applications, (in particular the use of Word and Excel.) 	<ul style="list-style-type: none"> • Knowledge of the support agencies operating locally • Experience of ESF Project delivery 	Application form/interview
Skills & Abilities	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Excellent interpersonal and communication skills. • Able to work accurately towards targets and deadlines. • Excellent organisational skills • Ability to work effectively with students, staff and external customers 	<ul style="list-style-type: none"> • Ability to meet and greet in welsh for the purpose of providing customer service. 	Interview
Personal Attributes	<ul style="list-style-type: none"> • Positive approach towards breaking down barriers, problem solving and moving young people forward • An approachable, flexible and professional manner with a willingness to work flexibly (including occasional evening & weekend work) • Strong Team player • Able to use initiative at all times. 		Interview
Special Requirements	<ul style="list-style-type: none"> • Suitable to work with children and vulnerable adults. • Ability to make own arrangements to travel to specific off-site venues. 		Application form interview