

# JOB DESCRIPTION



<b>Post</b>	Senior Project Officer
<b>Responsible to</b>	Executive Director
<b>Responsible for</b>	Volunteer Mentors / Shaathi Mentoring Project
<b>Job Purpose</b>	To successfully manage and deliver Shaathi Mentoring Project (Young People)
<b>Hours</b>	37.5 hours per week
<b>Salary</b>	£23,000
<b>Duration</b>	June 2018 – May 2021

## MAIN RESPONSIBILITIES AND DUTIES

### Mentoring Assessment and Engagement

1. To work with young people offering one to one support, advice and guidance around social, emotional, economical and spiritual development using a culturally sensitive approach
2. To screen and assess the needs and challenges of young people who are referred or self-refer to the project.
3. Match young people to appropriate mentors using the project criteria.
4. To arrange and conduct home visits for all new referrals and to create and implement individual action plans to meet their needs.
5. To deliver 1-2-1 mentoring sessions and to engage young people with positive activities on a regular basis according to action plan and build trusting and positive mentoring relationship

### Excursions/ Group Sessions

6. To plan, arrange, deliver and oversee bi-monthly group sessions and trips for young people and volunteers on the programme.
7. To plan and arrange quarterly mentor session for mentors and staff.
8. To ensure that all workshops, training and group sessions are delivered by the agreed time according to the projects annual delivery plan.

9. To ensure that all group sessions, workshop, training is delivered in accordance to Osmani Trust Safeguarding Policy, Health and Safety policy and good practice guidelines.

#### **Annual Planning and Delivery**

10. To develop an annual workplan for the project, taking into consideration BBC CiN targets, outputs and outcomes.
11. To work closely with the Executive Director to ensure that all funders targets, outputs and outcomes are achieved.
12. To inform and communicate with Executive Director if any changes, amendments are necessary to the workplan.

#### **Networking, Profiling and Representing**

13. To maintain close communications and relationships with LBTH Social Services, Social Workers and schools by regular visits to ensure Shaathi is high on their agenda.
14. To establish and maintain new networks and professional relationships with potential service users, agencies, lead professionals and other sources of referrals.
15. To attend, represent and promote Shaathi and its services at various meetings, conferences, events and presentations.

#### **Keep, Maintain and Track Accurate Data**

16. To be responsible for the development, upkeep & implementation of individual action plans, reviews and monitoring information of all young people using project templates.
17. To accurately maintain case work files.
18. To ensure that all relevant paperwork and monitoring information is submitted by mentors, young people, families, agencies and lead professionals as and when required.
19. To update the Executive Director on regular basis on the work that has been undertaken.
20. To keep an accurate and up to date database of users.

### **Volunteer Mentors**

21. To be responsible for all volunteer mentors on the project.
22. To advertise for, recruit and induct volunteer mentors.
23. To be responsible for design and delivery of training for volunteer mentors.
24. To ensure that all volunteers receive regular formal supervision with accurate records maintained.
25. To ensure that mentors receive full induction and training before engaging with young people.
26. To ensure all mentors undergo DBS and reference checks before starting their mentoring sessions.
27. To identify and offer support to mentors as and when required.

### **Other duties**

28. To adhere to Osmani Trust's safeguarding policy & procedures at all times and follow good practices to ensure children are safe and protected at all times.
29. To adhere to all Osmani Trust's policies & procedures and ensure that volunteers maintain and adhere to these policies and procedures.
30. To ensure full participation in the following internal meetings: Project Managers Meetings, Staff Meetings, Annual Review Day, supervision meetings, and any other meetings that may be deemed necessary as required by the post.
31. To undertake and complete training and personal developmental programmes/courses deemed necessary for the post.
32. To regularly participate in Osmani Trust events, fundraising activities and other key programmes
33. To carry out any other work allocated by the Executive Director.

# PERSON SPECIFICATION

**Post: Senior Project Officer - Shaathi Mentoring Project (Young People)**

<b>Knowledge &amp; Experience</b>	<b>Assessment</b>	<b>Essential or Desirable</b>
Educated to a degree level, Dip SW or Dip HE	Application	D
Relevant training/ qualification in related field of Youth and Community Work	Application	D
Be able to speak full Bengali and English	Application	D
Experience of working within a Youth or Mentoring provision or other related context	Application & Interview	E
Knowledge and understanding of the Children's Act 1989 and 2004 and general principles of safeguarding children	Application & Interview	E
Knowledge and understanding of the HM Govt.'s Working Together to Safeguard Children Guide 2015	Application & Interview	E
Experience of Managing volunteers	Application & Interview	E
Knowledge and understanding of the needs of Children and Young people who are disadvantaged and disengaged	Application & Interview	E
Ability to relate and understand young people on an individual and one to one basis	Application & Interview	E
Knowledge of the variety of services, provisions, projects and opportunities available in the London Borough of Tower Hamlets for young people.	Application & Interview	E
Experience of coordinating and delivering off site activities, meetings and group sessions	Application & Interview	E
<b>Abilities &amp; Skills</b>	<b>Assessment</b>	<b>Essential or Desirable</b>
Ability to motivate young people	Application & Interview	E
Ability to asses needs using appropriate criteria, methods and work templates	Application & Interview	E
Ability to write reports to a high standard	Application & Interview	E
Ability to maintain accurate records and databases	Application & Interview	E
Ability to communicate with a variety of people at different levels using various resources	Application & Interview	E
Ability to lead others, work with your own initiative and within team	Application & Interview	E
Ability to work weekends and evenings	Application & Interview	E
Ability to be flexible and accommodating to the needs of the project/ organisation	Application & Interview	E