

Job Description and Person Specification



Job Title: Positive Futures Mentoring Officer
Project: Positive Futures
Based in: Tower Hamlets (delivering in Newham and Barking & Dagenham)

Job Purpose

To provide in person 1:1 and online mentoring support to BAME young people (YP), 10-24 yrs. .

Major duties and responsibilities

Mentoring

- 1 To work closely with Team Manager to plan and deliver the mentoring provision to service users within the agreed outputs, timeframe and budget.
- 2 To screen and assess the needs, risks and challenges of service users referred to the project and manage a caseload of service users.
- 3 To work with service users to develop action plans and work towards goals and targets.
- 4 To conduct face-to-face and online (where necessary) mentoring meetings with service users at least once a fortnight to instigate positive behavior change, improve capabilities and access to opportunities.
- 5 To offer tailored advice to service users or help access guidance and support relating to school/college engagement, attendance, disruptive behaviour, risks of involvement in crime ASB and violence, employment, health, financial matters, etc. as well as social and emotional needs using a culturally sensitive approach.
- 6 To research available support on a range of relevant issues (e.g., debt, housing, health issues, counseling, sexual abuse, alcohol, substance misuse etc.) to provide and coordinate appropriate specialist support.
- 7 To actively participate in community outreach initiatives alongside the team, where you will engage with and promote the programme to young people in the boroughs of Newham and Barking & Dagenham.
- 8 This role involves office-based responsibilities, as well as working across both boroughs to deliver mentoring sessions in youth provisions and youth and community centers.

Data collection, monitoring & reporting

- 1 To develop annual work and activity plan taking into consideration annual targets and outputs.
- 2 To ensure relevant monitoring information is being completed at the required intervals, including up to 6 months after engagement of service users in this project.
- 3 To keep an accurate and up-to-date case file on all service users engaged and supported and uploading on to data management system.
- 4 To ensure participation in team meetings, all-staff meetings, one-to-one and supervision meetings and any other that may be deemed necessary.

- 5 To complete training and personal developmental programmes/courses deemed necessary for the post.
- 6 To take part in annual Osmani Trust events and activities.

Health & Safety / Safeguarding

- 1 To observe Osmani Trust's Health and Safety and other organisational policies and implement good practice in all work carried out.
- 2 To report any concerns about Health and Safety to the Team Manager as soon as possible and to take any necessary emergency measures.
- 3 To ensure that accidents are recorded in the Accident Book and reported to the Team Manager, and that any appropriate action is taken.
- 4 To ensure where concerns are raised about a child or adult's welfare and safety, appropriate action is taken to support vulnerable children and adults in conjunction with Social Care and Safeguarding Policies.

General

- 1 To co-operate with all members of staff and work with colleagues as a team.
- 2 To demonstrate a commitment to personal development and professional training and to attend relevant courses as agreed.
- 3 Attend relevant forums and networking events to represent Osmani Trust as agreed.
- 4 Assist in publicising the activities and events of this programme and Osmani Trust.
- 5 To work at all times within Osmani Trust's policies and procedures, particularly Child Protection, Equal Opportunities and Health and Safety Policies.
- 6 To carry out all work allocated/designated by the Manager within the given deadlines.

Commensurate statement

The post holder will from time to time undertake any other duties of a similar nature, which are commensurate with the grade and seniority of the post from time to time by the Project Manager or Osmani Trust Executive Director.

Equal opportunity statement

To promote and comply with the OT Equal Opportunities Policy in the opposition and eradication of all forms of discrimination and ensure that services are accessible to all users.