

JOB DESCRIPTION

ROLE TITLE:	Wellbeing Mentoring Coordinator
REPORTING TO:	Mentoring Manager (North and Wellbeing)
LOCATION:	Home-based with travel throughout Surrey
HOURS:	Full time – 36 hrs Monday to Friday with occasional twilight hours and evening training
SALARY:	£22,595 FTE (£12.07 p/h)

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged young people, adults and families in improving their chances in life. Through our programmes, we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Family Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; working to bring the community together and taken action on local issues with our **Stanwell Local Conversation** project; working with the long term unemployed on our Lottery/ESF funded **Alliance and Aspire** programmes; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

Our Vision

Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

Our Mission

To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of disadvantage.

Surrey Well-Being Partnership SWP (SWP)

Surrey Care Trust (SCT) is a partner of the Surrey Wellbeing Partnership (SWP) contract with Surrey and Borders Partnership (SABP) and will be delivering a co-ordinated programme of 'Well-Being Mentoring' to young people across parts of Surrey to develop their confidence, resilience and mental wellbeing. This is part of the early intervention aspect of CAMHS (Children and Mental Health Services) programme funding and supports young people aged 11 – 18.

PLEASE NOTE YOU **WILL** BE REQUIRED TO UNDERTAKE DBS CLEARANCE FOR THIS ROLE

To apply please complete an application form and submit by email to recruitment@surreycaretrust.org.uk

Overall purpose of the role

Your role will be to recruit, train, support and manage a bank of volunteer mentors who you will match with young people identified as requiring early intervention CAMHS work within the SWP. (N.B. the mentor is to be the primary person working with the young person). Supported by an Assistant Borough Co-ordinator/Administrator and working collaboratively with all team members and external agencies you will work to build relationships with our partner organisations. You will develop, organise and deliver workshops for young people in collaboration with other established programmes in Surrey Care Trust under the categories of; Social Confidence Groups, Physical Wellbeing (e.g. allotment activities); Team Work and Skills (through our Swingbridge boats) to promote the emotional well-being of young people. You will manage a caseload of young people and their mentors to establish high quality support. Through this exciting role, you will have the opportunity to work with a broad range of individuals, families, volunteers and external agencies.

Duties and Responsibilities:

- Recruit, train, support and manage volunteer mentors from a range of backgrounds
- Liaise with Project Manager to ensure referrals are suitable
- Match volunteer mentors with young people and offer ongoing support
- Attend, lead and support mentoring meetings and training as required
- Deliver high quality, early intervention, 1:1 Wellbeing mentoring for young people and ongoing volunteer mentor support
- Liaise with Assistant Borough Co-ordinator/Administrator to ensure all data and recording systems are retained in appropriate format and to deadlines for both SCT Partnership Co-ordinator, TAVI and SABP contract manager and SCT Board
- Liaise with schools, social workers, CAMH's and other voluntary and statutory agencies to identify the support already in place and build on existing networks in the borough – e.g. faith groups/sports/music or art clubs/LGBGT groups/Surrey Young Carers
- Liaise with other SCT programmes to develop and organise Wellbeing groups
- Provide regular case studies linked to the recording systems required for TAVI, SABP and SCT Board, including the use of Outcome star to demonstrate impact.
- Attend relevant training and networking events to ensure ongoing opportunities for young people
- Promote the vision, aims and values of SCT
- Demonstrate and promote effective safeguarding practice
- Any other duties commensurate with the role

Skills and Expertise

ESSENTIAL	DESIRABLE
Education, Training and Work Qualifications	
A Level standard or equivalent	National recognised relevant qualification e.g. youth work, teaching, counselling or psychology. Degree level or equivalent
Relevant Experience	
Experience of working with young people in a paid or voluntary role	Experience of working with professionals supporting young people, using motivational interviewing and solution focused techniques
Experience of working in an organisational, project or administrative capacity	Experience of working in a charity, with volunteers or within education
Good standard of computer literacy including Microsoft Office at high/intermediate level	
Knowledge	
Safeguarding awareness and training	An understanding of the Surrey Multi Agency Safeguarding Hub and the levels of need
	An understanding of Child and Family Assessments and Early Help Assessments
	An understanding of recognising the need for assessment, planning, intervention and reviewing in a restorative way in relation to supporting young people
An understanding of mental health issues	Experience of working with, or supporting young people with mental health issues. An understanding of emotional, social, social media and level of risks with young people
Skills and Expertise	
Able to relate confidently to both adult volunteers, parents and young people	
Excellent planning, administrative and organisational skills	
Strong verbal and written communication skills	Experience of delivering presentations or training to groups with confidence.
Flexible in approach, using initiative, prioritise own workload without day-to-day supervision and work remotely	
Demonstrate a high level of professionalism and initiative when making decisions	
Good listener and a passion for young people to thrive	
Car driver with full licence, and flexibility to drive across the county when required	

Health & Safety

All staff must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, volunteers, beneficiaries and visitors.

General

This job description is not an exhaustive list of duties but it is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands, growth and priorities with the Trust. Substantive changes in the range of work undertaken will be carried out in consultation with the job holder.

For an initial discussion about this role, please contact Sian Jones, Mentoring Manager (North and Wellbeing) on 07765 257022

To submit an application, please complete an application form and send it to recruitment@surreycaretrust.org.uk

Closing date for applications is **Wednesday 24th August, 2022**