

## **JOB DESCRIPTION**

<b>ROLE TITLE:</b>	Assistant Borough Coordinator / Administrator
<b>REPORTING TO:</b>	Project Lead and Mentoring Manager (East)
<b>LOCATION:</b>	Home-based with travel throughout Surrey
<b>CLUSTER:</b>	East (covering Tandridge, Reigate, Mole Valley, Epsom and Ewell)
<b>HOURS:</b>	<b>14 hours</b> per week (occasional twilight hours with advance notice). <b><i>Fixed term contract for 6 months initially, with likely extension.</i></b>
<b>SALARY:</b>	£10.20 p/h (£7425 p/a)

**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; giving adults a second chance of education with our pop-up **adult learning** programmes; **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 ; 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.

### **Early Help and Aspire**

SCT were awarded the Early Help contract by Surrey County Council to deliver a co-ordinated programme of early help to families across ten boroughs within Surrey, spanning the age range and levels of need required. We also have the Aspire project in the East which supports long term unemployed adults through mentoring and our allotment work.

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](mailto:recruitment@surreycaretrust.org.uk)

### Overall purpose of the role

In this role you will work with the Mentoring Manager/Borough Coordinator to deliver our mentor training programmes, maintaining all central records and provide administrative support to the team and for our contract with Aspire (European Social Fund and Big Lottery funding). You will have the opportunity to work with a broad range of individuals, families, volunteers and external agencies and support the administration function relating to this.

### Duties and Responsibilities:

- To book, provide resources and support mentor training programmes and attend support group meetings alongside the Assistant Mentoring Manager / Borough Coordinator
- Organise mentor recruitment and training and be the key point of contact for volunteer mentors and will coordinate and approve volunteer expenses
- Organise and attend initial mentor: mentee meetings, where appropriate
- Attend the allotment (Reigate) to support unemployed adults/complete paperwork on our Aspire contract as required.
- Attend meetings with the Borough Co-ordinator as required – this may include home visiting to families
- Maintain central mentor records – e.g. including DBS, mentor spreadsheet, volunteer hours, Outcome Star, SCC data requirements etc.
- To produce statistical and performance information to an agreed format and to deadlines for both SCT Partnership Co-ordinator, SCC contract manager, Aspire contract staff and SCT Board
- To liaise with the Assistant Borough Co-ordinators/Administrators in the other boroughs under this contract
- Any other duties commensurate with the role

For an initial discussion about the role please contact Cathy Leamon, Project Lead and Mentoring Manager East  
on 07919 213904

## Skills and Expertise

ESSENTIAL	DESIRABLE
<b>Education, Training and Work Qualifications</b>	
A Level standard or equivalent	National recognised relevant qualification e.g. youth work, teaching, counselling
<b>Relevant Experience</b>	
Some experience of working with volunteers/mentors	Experience in working with contract requirements
Experience of working in an organisational or administrative capacity	Experience of working in a charity
Good standard of computer literacy including Microsoft Office at intermediate level	
Experience of using databases and complex spreadsheets, record data accurately within specific timeframes in a work environment	
<b>Knowledge</b>	
Safeguarding awareness and training	
<b>Skills and Expertise</b>	
Able to relate confidently to both adult volunteers, parents, adults, wider family members and young people	
Excellent planning, administrative and organisational skills	
Strong verbal and written communication skills	
Flexible in approach, using initiative, prioritise own workload and work remotely	
Car driver with full licence and within easy reach of the boroughs listed for this role	Residing in one of the boroughs listed for this role

## 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.