



AUGUST 2015

JOB DESCRIPTION

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| TITLE: | Bank Children's Mentor |
| ACCOUNTABLE TO: | Families and Children's Mentor Manager |
| TEAM: | Children's Centre |

Safeguarding

Save the Family requires all of its employees to abide by its policies on safeguarding and promoting the welfare of vulnerable children and adults. An Enhanced Disclosure and Barring Services (DBS) (Previously known as CRB) check is required with this post. As well as this position being subject to a satisfactory enhanced disclosure, this job offer will also be subject to a minimum of two satisfactory references.

Values and Attitude

All Save the Family employees are expected to demonstrate the Charity's values by working positively as part of a team delivering vital high quality services to residents to create a culture where all are valued and encouraged. In return, Save the Family will offer you support, training and development and the best resources that we are able to provide to help you give your best in your work with us.

Family Mentoring Approach

Save the Family provides a safe residential community for homeless and troubled families where safeguarding is paramount. We aim to keep families together and help them create a positive future through our unique Family Mentoring approach.

Family Mentoring means that as family role models we develop a relationship based on trust, appropriate challenge, guidance and empowerment with families, which enables them to identify and overcome barriers, become independent and reach their true potential.

Our approach to mentoring is both person and family-centred, demonstrating empathy, maturity and mutual respect, so that we can help individuals and whole families to develop resilience and a positive attitude towards education, social and life skills, relationships, health, work and essential routines. The methodology is based on showing by example and empowering the family to live as a cohesive unit.

At Save the Family, mentoring provides non-judgemental emotional support, guidance and a sense of continuity and stability, which may otherwise be missing in the lives of individuals. Through successful mentoring families develop essential social skills, recognise their own strengths and self-worth grow in confidence and overcome their difficulties.

Job Purpose

To act as a mentor working alongside children to provide advice, support, information and role-modelling to enable them to overcome difficulties and barriers in order to achieve identified outcomes and reach their potential. To work closely with other agencies as part of a team around



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the family approach.

Principal Accountabilities

1. Mentor children in line with what is identified in the mentoring plan.
2. Establish good relationships with children whilst setting firm boundaries.
3. Provide structured play and learning, in the home and in the Children's Centre.
4. Provide mentoring for behaviours.
5. Lead on activities both on and off-site.
6. Provide support along with the Family Mentors to the whole family unit, with regards to family activities and promotion of family time.
7. Work alongside children's parents from time to time.
8. Provide brief respite periods for parents, particularly when Family Mentors are operating parenting sessions or adult-specific sessions with parents.
9. Responsible for the Children's Play Assistants, providing them with effective supervision utilising the Charity's agreed one to one and appraisal processes.
10. In the absence of the Children's Play Assistants, pick up on any mentoring issues and ensure they are resolved in order to ensure that service standards are maintained.
11. Work in partnership with community based services as appropriate, to complement and enhance provision for children.
12. Maintain clear and accurate records of work undertaken and outcomes achieved.
13. Where possible in your capacity of Bank Children's Mentor, evaluate outcomes achieved, in line with project requirements.
14. Identify, record and develop effective communication to cascade any known risks or concerns to relevant colleagues and other external agencies, to maintain and ensure a safe working environment.
15. Create and maintain effective, immediate intervention strategies for behaviour incidents.
16. Communicate any Safeguarding issues to the responsible officer in accordance with the established procedure.
17. Network and signpost children to relevant external agencies and voluntary bodies in accordance with their needs.



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18. Develop effective working relationships, using various channels of communication within Save the Family, partner agencies and other external agencies.

General requirements

- Ensure that all responsibilities are undertaken in an effective and appropriate manner which meet the requirements of Save the Family in accordance with the Code of Conduct for Employees.
- Seek to continuously improve in order that the Charity delivers the best possible service to residents.
- Participate in regular internal/external meetings as well as in any training required.
- Participate in regular supervisions and annual appraisal.
- Ensure that all Save the Family's Policies and Procedures are adhered to at all times.
- Work in accordance with Save the Family's culture, values, aims and objectives.
- Act as a positive ambassador for the Charity at all times.
- Positively contribute to the Save the Family team working environment, taking ownership of issues and supporting colleagues where appropriate.
- When required, attend Save the Family Events in support of raising the profile and much needed funds
- Undertake any other duties that may be required from time to time.
- Appreciate that there may be a requirement to lone work, due to the nature of the service.
- This appointment is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and references.

NB: This Job Description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's discretion in the future. As a general term of employment, the Charity may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the Charity's service, provided that such changes are appropriate to the employee's remuneration and status.

I confirm that I have read and agree to carry out the duties and responsibilities contained in this job description.

Name (Please print): _____

Signed: _____ Date: _____

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PERSON SPECIFICATION

| Post: Bank Children's Mentor | | |
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| CRITERIA | ESSENTIAL / DESIRABLE | METHOD of IDENTIFICATION |
| Qualifications: | | |
| A good standard of education (i.e. GCSE A-C in English and Maths or equivalent) | Essential | Application Form |
| Safeguarding Training | Desirable | Application Form |
| Mentoring training | Desirable | Application Form |
| Proven Experience: | | |
| Experience of working within a mentoring role, ideally in a families setting | Essential | Application Form/Interview |
| Experience of dealing with 'at risk' children on a one to one basis | Essential | Application Form/Interview |
| Working knowledge of Health and Safety Practice | Desirable | Application Form/Interview |
| Experience of planning and structuring mentoring activities using own initiative | Desirable | Application Form/Interview |
| Experience of applying safeguarding procedures and practices | Essential | Application Form/Interview |
| Previous experience working in a role within a project that is outcome driven | Desirable | Application Form/Interview |
| Knowledge, skills and abilities: | | |
| Demonstrate empathy, communication, listening and interpersonal skills when working with children | Essential | Interview |
| Demonstrate a positive attitude in working with challenging children | Essential | Interview |
| The ability to identify, use, understand and manage emotions in a positive way to communicate effectively, empathize with others, overcome challenges and | Essential | Interview |

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| defuse conflict (Emotional intelligence) | | |
| The ability to develop relationships based on trust | Essential | Interview |
| Good communication skills at all levels | Essential | Interview |
| Compassionate, sympathetic person | Essential | Interview |
| Good organisational skills | Essential | Application Form |
| Excellent empathy with the needs of vulnerable families | Essential | Application Form/Interview |
| Excellent mentoring skills | Essential | Application Form/Interview |
| Ability to recognise personal barriers to progress and work with others to overcome them | Essential | Interview |
| Able to monitor work outcomes to ensure targets are met | Essential | Interview |
| Able to work productively with other agencies through established structures such as TAF | Essential | Interview |
| An understanding of child development | Essential | Application Form/Interview |
| Ability to act as an advocate for individuals if required | Essential | Interview |
| Ability to relate to children and young people | Essential | Interview |
| Other Attributes: | | |
| Ability to work as part of a team or as a lone worker | Essential | Application Form/Interview |
| Confidential, tactful and diplomatic | Essential | Interview |
| Polite, cheerful and helpful attitude | Essential | Interview |
| Flexible, can do approach to problem solving | Essential | Interview |
| Sense of fun | Essential | Interview |



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| Full driving Licence | Essential | Application Form/Interview |
| Business use on insurance or willing to purchase if appointed | Desirable | Application Form/Interview |
| Willing to use own vehicle | Desirable | Application Form/Interview |