



# Job Description

**Job Title:** Mentor

**Department:** Bolton Wanderers Community Trust

**Base:** University of Bolton Stadium, Burden Way, Lostock, Bolton, BL6 6JW

**Hours:** Varied - sessional

**Salary:** £12-£18 p/h depending on experience

**Closing Date:** Ongoing Recruitment

**Responsible to:** Development Officer (Mentoring)

**Responsible for:** Individual young people on your allocated case load

## **Purpose of role:**

Working to agreed professional standards - To meet and engage with referred young people, help them identify, understand and adjust positively in areas in their life that would benefit from change.

## **Main duties and responsibilities:**

- **Coaches or Mentors** should be able to provide pathways for young people to access new opportunities and challenges, and they should be able to inspire them to achieve their own goals and dreams.
- **Good coaches or mentors** invest in children's lives by not only consistently spending agreed time with them, but also helping them to set up personal action plans which seek to meet short and long-term life goals.
- **Coaches or mentors** should seek to connect young people to personal growth opportunities.
- To ensure all safeguarding regulations are adhered to whilst working with young people.
- To meet and quickly engage with young people who are referred to the **Coaching for Life** scheme.
- Following the **Coaching for Life** guidance and work sheets to support young people in understanding and undertaking a programme of work relevant to their own situation.
- During the programme to seek to connect young people to local networks that offer interest and support - where possible accessing the required resources.
- To ensure the programme is completed in full within the 16 session course.
- Ensure that significant events within the coaching course are recorded
- **Relationships with other people** - To work professionally and respectfully with young people and the significant adults in their lives. Ensuring everybody concerned is aware of session organisation, times and venues.
- **Relationships with colleagues** - To work professionally with BWCT scheme managers and coaches to share experiences and enhance the learning of others
- **Reporting of Information** - To keep professional records of your sessions with young people , ensuring that any concerns are discussed with scheme managers
- **Confidentiality** – ensure all recorded information is kept securely and logged with scheme managers.
- **Valuing Diversity – as per BWCT policy and guidance** - To accept that everyone has a right to their own distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation.
- When working with schools - to ensure that your work complies with their own diversity and inclusion policies.
- **Developing yourself and supporting others** -To take part in any relevant training that may become available to you and utilise supervision opportunities. To be ready to share learning and experiences gained on the scheme with others.
- **Health and Safety** - To operate safely within the scheme parameters with regard to BWCT Health and Safety legislation.
- **Confidentiality** - To maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality, and the management and sharing of information.



**Other:**

- This post is subject to an enhanced DBS and two satisfactory references

**To apply please send your CV to Jonathan Mills:**

 [jmills@bwct.org.uk](mailto:jmills@bwct.org.uk)

 Bolton Wanderers Community Trust, University of Bolton Stadium, Burnden Way, Lostock, Bolton, BL6 6JW

For an informal discussion on the role or for more information please call 01204 673790.