

## Support Mentor

**Salary:** £17,518 p.a  
**Hours:** 37 per week  
**Contract:** Fixed Term for 12 months  
**Closing date:** 15<sup>th</sup> September 2017  
**Interview date:** 25<sup>th</sup> September 2017  
**Please Quote:** AT232

### LOVE WHAT YOU DO. DO WHAT YOU LOVE!

Active Tameside is a registered charity. We're here to inspire people to live well and feel great!

We are recruiting for an enthusiastic and energetic person to join our Preparing for Adulthood community team as a Support Mentor.

Active Tameside Preparing for Adulthood team work with some of our most marginalised cohorts within the local community identifying bespoke interventions and engagement tools to positively impact on young people and assist them to reach their potential.

You must be passionate, committed, and creative and have strong values about employment opportunities for marginalised individuals.

In return we can offer you the opportunity to play a major role in the provision of an excellent service. Ongoing training and development will be provided.

Active Tameside is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and it is expected that all applicants will share this commitment. DBS checks will be carried out on successful candidates subject to post requirement.

### What benefits will Active Tameside offer me?

We seek to ensure that Active Tameside is a great place to work and that our people are rewarded! All of our people are entitled to an Active Staff Pass which enables them to access all of our gyms, pools and classes for free! Your partner and children under 16 can swim for free too!

We also offer the Cycle to Work Scheme, Computer and Phone Salary Sacrifice Scheme, kiddi vouchers, Christmas Saving Club and a great Pension Scheme with Greater Manchester Pension Fund.

Not only that but we are also partnered with BHSF (a not-for-profit organisation) to offer great discounts for your favourite high street stores, offers and much more!

To apply for this position please fill out an application form and return it to [HR@activetameside.com](mailto:HR@activetameside.com) or Human Resources, Active Tameside, Active Ken Ward, Hattersley Road East, Hattersley, Hyde, SK14 3NL. Application forms can be found on [www.activetameside.com](http://www.activetameside.com) or email [hr@activetameside.com](mailto:hr@activetameside.com). For help or advice in completing the application form please contact the People Services team on 0161 366 4814.

## Role Profile

<b>Role Title:</b>	Support Mentor
<b>Grade:</b>	D
<b>Date:</b>	September 2017 – one year fixed contract.
<b>Responsible to:</b>	Learning and Employment Manager

### Role Purpose:

Preparing for Adulthood team work with some of our most marginalised cohorts within the local community identifying bespoke interventions and engagement tools to positively impact on young people and assist them to reach their potential.

The day-to-day tasks will include mentoring, support, coaching within a volunteer or employment placement. The role will require patience, understanding and adaptability to meet individual needs and ensure that we have a person centred approach.

The role will require the successful applicant to build strong links with key stakeholders to maximise opportunities for individuals.

The role will be varied and could include supporting individuals to access work placements at a variety of local employers, travel training or supporting individuals in a classroom setting.

You must be passionate, committed, and creative and have strong values about employment opportunities for marginalised individuals. This may also include supporting to learn how to travel independently to and from their placement and work with each person on the job to maximise their potential and demonstrate their ability to be a competent and high performing employee.

### Role Accountabilities:

All our roles play a key part in delivering our strategic themes to achieve our goals:

1. Contribute towards achieving a positive culture in delivering our dynamic and life enhancing strategy and outcomes. Build positive and effective relationships with customers, colleagues, partners and key stakeholders.
2. To engage and to build a positive professional relationship marginalised cohort of individuals across a number of different working environment and to deliver a number of identified outcomes.
3. To complete all relevant paperwork on a daily/weekly basic including Risk Assessments, Health & Safety forms, individual report forms.
4. Establish productive working relationships with stakeholders and manage day to day expectations.
5. Be a flexible and proactive team member who inspires improvements and developments in people, performance and processes. To inspire a “best in class” approach in representing our brand internally and externally.
6. Live and breathe the vision and values of Active Tameside in a customer focused way to drive us to be the best that we can be. To lead by example and to be an active role model in delivering our policies and procedures.

## Role Requirements:

Our recruitment process will include you demonstrating these requirements from your application form, interview and/or assessment(s):

Knowledge	Experience
<ul style="list-style-type: none"> <li>• Level 2 Qualification in Health &amp; Social Care, youth work or NGB sport</li> <li>• Disclosure and Barring Service (DBS)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with marginalised groups including safety managing challenging behaviour.</li> <li>• Experience of recording data, report writing and working within time constraints to complete these actions.</li> <li>• Experience of enabling marginalised cohorts to overcome barriers and deliver personal centred outcomes.</li> </ul>
Skills	Values
<ul style="list-style-type: none"> <li>• Ability to respond proactively to unexpected problems and situations.</li> <li>• Ability to communicate with a range of audiences including other employees, external stakeholders.</li> <li>• Ability to be proactive in problem solving and put in place intervention mechanisms to support individuals and employers</li> <li>• Ability to manage timescales and plan multiple site visits in order to maximise support for a number of individuals, effective time management is essential.</li> <li>• Communication to ensure the client receives the best quality service and is progressing towards their desired outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>★ <b>Active</b> - we encourage people to be healthy and active.</li> <li>★ <b>Champion</b> - we work and adapt so that we can be the best.</li> <li>★ <b>Together</b> - we are there for people that need our help.</li> <li>★ <b>Integrity</b> - we are genuine and honest with people.</li> <li>★ <b>Value</b> - we respect people's opinions and differences.</li> <li>★ <b>Enthusiasm</b> - we enjoy what we do and act positively.</li> </ul>

- **Essential Criteria – in bold**
- *Desirable Criteria – in italics*