



# JOIN OUR TEAM

**WELLBEING  
MENTOR**

(REF-091)

Registered Charity 1115222  
Registered Company 5664605

# WELLBEING MENTOR (REF-091)

At Sport 4 Life UK, our aim is to give young people the opportunity to create a better future for themselves. The Wellbeing Mentor is key to the success of this. So, if you are passionate about making a difference in the lives of young people, motivated by working directly with hard-to-reach young people, inspired by steering young people away from ASB (Anti-Social Behaviour) and criminal activity and excited by building partnerships across the West Midlands, then this is the opportunity you have been waiting for.

The Wellbeing Mentor will deliver mentoring and outreach services in Sandwell. We need an enthusiastic Mentor who can hit the ground running on a new, fast-paced project and is comfortable working with young people who are engaged (or at risk of engaging) in ASB and criminal activity.



**UP FOR THE  
CHALLENGE?**

# WHY WE EXIST

We believe in giving young people the opportunity to create a better future for themselves.

Sport 4 Life UK is here to help young people (aged 11 to 29) move into sustained education, training and work through sports-themed personal development.

# WHY SPORT 4 LIFE UK?

All that we do is focused on changing the lives of young people.

We know that change has to start from within, and everyone, especially young people, respond better to positivity, encouragement and enthusiasm. So we pay particular attention to our team. Belief and trust in our team is one of our central values as an organisation, and we strive to create a positive, progressive and transparent team culture.

Our staff are proud to work for Sport 4 Life UK and are united in working to achieve the organisation's vision and mission. As a family, we are loyal, honest, transparent and trust each other.



Tom Clarke-Forrest

**ALL THAT WE  
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# JOB SUMMARY

**We are looking for an enthusiastic Wellbeing Mentor (WBM) to deliver on our Step Together programme in Sandwell, West Midlands. Step Together is a Home Office funded national pilot programme with local implementation led by the West Midlands Violence Reduction Unit (VRU). It seeks to connect Education, Police and Community Partners in a collaborative project designed to increase safety and reduce violent crime towards young people along designated school routes at the start and end of the school day. A key part of the role is to act as a chaperone along identified school routes in Cape Hill and Oldbury at the start and close of the school day.**

The WBM will be strategically placed along these routes, where they will seek to develop relationships with young people, offer a point of safety, and reduce and diffuse any incidents or rising community tensions. Alongside this, the WBM will provide individual one-to-one mentoring support in school to young people identified as being particularly at risk. The WBM will also work alongside a series of sessional sports coaches to deliver a weekly engagement session within the identified school route after school.

The WBM will use their experience to maintain and develop relationships with at-risk young people (specifically those engaging in ASB and criminal activity), safeguarding leads within the school setting, West Midlands Police, the VRU and external referral organisations that can support young people with specific or acute needs.

We need a team player who will work closely with other teams across the organisation to ensure outcomes are achieved.



The role will give you experience working with a variety of people and organisations and build your experience of mentoring young people, community and school engagement, partnership working and safeguarding young people. Applications from under-represented and minority groups (e.g. diverse ethnic communities) are particularly welcome.

**Here's an itemised summary of the role and application deadlines:**

Position	<b>Wellbeing Mentor</b>
Contract Type	<b>Full-time, fixed term contract until 31st August 2022 (with possible extension)</b>
Team	<b>Mentoring Team</b>
Reports to	<b>Mentoring Project Manager</b>
Pay band	<b>£23,500 - £25,500 per annum</b>
Working hours	<b>37.5 hours per week</b>
General hours:	<b>Monday - Friday</b> <b>8.30am - 4.30pm (with evenings and weekends required)</b> Reasonable flexible working adjustments considered
Location	<b>Office base - Birmingham, West Midlands</b> <b>Delivery Location - Sandwell, West Midlands</b>
Application deadline	<b>Tuesday 2nd November 2021 (23:59)</b>
Interview dates	<b>Thursday 11th or Friday 12th November 2021</b>

The successful candidate will be required to undertake training in both Trauma Informed Practitioner Training and Mentors in Violence Prevention Training.

At Sport 4 Life UK, we expect high standards from all our employees, which is why we always find ways to give as much in return. In addition to your competitive salary and pension scheme, benefits include, 25 days annual leave (starting), flexible working, and staff socials (when it's safe to do so).



# PERSONAL ATTRIBUTES

## Essential employee values:

- ✓ A motivation to change the lives of young people
- ✓ A Team player and the ability to work independently
- ✓ A progressive attitude
- ✓ An infectious passion, enthusiasm & charisma
- ✓ High level of resilience
- ✓ The ability to complete administrative tasks and use computers (e.g. email, word processing)
- ✓ Demonstrable ability to communicate and engage with a wide and varied range of stakeholders
- ✓ The ability to communicate effectively, both orally and in writing, to a range of audiences
- ✓ Problem solving skills, and the ability to use initiative in finding solutions
- ✓ A willingness to undertake continuous personal development
- ✓ A polite, professional appearance & manner
- ✓ A fully enhanced DBS disclosure

## Desirable

- ✓ An interest in and passion for sport
- ✓ Driving license and use of own car



# REQUIREMENTS

This role is an essential part of a fun, growing, dynamic, forward-thinking and successful team!

## **To be seriously considered for this role, candidates must have:**

- ✓ 1 year+ experience of working with young people aged 11-18
- ✓ Experience of delivering crime reduction interventions to young people
- ✓ Experience of maintaining and building partnerships with external organisations
- ✓ Genuine interest in the charity sector and/or the youth education sector
- ✓ Experience of recruiting hard-to-reach young people to youth programmes
- ✓ Experience building and maintaining partnerships
- ✓ Ability to prioritise work and effectively manage multiple caseloads
- ✓ Ability and confidence to work alone and within a team
- ✓ The Willingness to undertake training in both Trauma Informed Practitioner Training and Mentors in Violence Prevention Training

## **Desirable experience includes:**

- ✓ Qualification and/ or CPD in criminal justice sector
- ✓ Experience of delivering quality Information, Advice and Guidance services
- ✓ Understanding the differing cultural and economic background of local communities within the West Midlands
- ✓ Working within criminal justice sector
- ✓ Experience of deliver sport & physical activity sessions
- ✓ Experience working with sessional staff and/ or volunteers

In addition to demonstrating the above, candidates must also demonstrate a passion for changing the lives of young people. Everyone we employ is recruited based on our values. A summary of role responsibilities can be found on page 9.



# HOW TO APPLY

To apply for this position you need to complete the online application form.

You will also need to upload the following documents:

✓ **YOUR CV**

✓ **YOUR COVER LETTER**

stating why you believe you are the right person for the job and how you meet the job and person specification (please limit this to one side of A4)

Applications from under-represented and minority groups (e.g. diverse ethnic communities) are particularly welcome.

**TO APPLY PLEASE VISIT**

**[SPORT4LIFE.ORG.UK/VACANCIES](https://sport4life.org.uk/vacancies)**

Deadline day for application is: **TUESDAY 2ND NOVEMBER 2021 (23:59)**



# MAIN RESPONSIBILITIES

## To deliver the Sandwell Step Together project inclusive of:

- Chaperoning young people along identified school routes in Cape Hill and Oldbury before and after school in order to build relationships with young people, offer a point of safety and reduce and diffuse any incidents or rising community tensions
- To provide intensive and bespoke one-to-one mentoring to young people identified as at risk of engaging in ASB or criminal activity, and/ or SEMH
- To support the delivery of a weekly community sports and physical activity session, aimed at engaging and recruiting young people to the Step Together project

## Partnerships & Recruitment

- To liaise with point of contact at established partners including (but not limited to) West Midlands Police Neighbourhood Policing Teams, key contacts within schools, Police and School Panels, VRU and their Locality Networks.
- To work with school representatives such as Heads of Safeguarding, Pastoral Care, and/ or Behaviour to identify at risk young people to recruit into service
- To convert young people from referral through to engagement our mentoring services
- To recruit target young people (specifically those at risk) within allocated school routes including (but not limited to), fast food outlets, parks and open spaces, bus stations and other suitable environments
- To engage with and refer inot key statutory and third sector agencies that can provide specialist support or referrals
- To share any observations, concerns, trends and insights driven intelligence to the necessary stakeholders (mentioned above) within the Step Together project

## Mentoring & Engagement:

- To provide structured personal development themed mentoring to young people to achieve both outcome and non-outcome progressions
- To plan, deliver and coordinate chaperoning services along designated school routes
- To undertake our Intake & Assessment process with newly recruited young people
- To deliver an intensive outcome-focused offer, addressing barriers and supporting them to improve their life skills, improve their mental wellbeing, and remain in education
- To establish and maintain positive and supportive relationships with young people, whilst ensuring caseload capacity targets are achieved
- To contact, communicate and support young people based on our mentoring procedures and processes
- To lead sessional staff to support young person engagement

# MAIN RESPONSIBILITIES

## Monitoring & Evaluation

- To record and track client progress and gather required monitoring data
- To input required data into our CRM system in a timely manner as per the M&E process
- Adhere to the Sport 4 Life UK's M&E process inclusive of, but not exclusive to registers, intake and assessment data, all outcome data, client feedback, and partner feedback
- To support project reporting requirements as advised by the VRU

## General Duties

- To support across both Sport 4 Life UK Mentoring and Training services to achieve organisational wide aims including but not exclusive to recruitment, internal referrals, delivery and other responsibilities deemed fit by management
- To uphold and reflect our values and mission statement
- Analyse and evaluate personal performance and project performance
- To complete basic administrative duties
- To assist the Senior Operations Team with any other duties, as required
- To assist the Mentoring Project Manager with any other duties, as required

## Scope of Authority

- Accountable to their Line Manager
- Lead and management of sessional staff

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

# ABOUT SPORT 4 LIFE UK

## WHAT WE DO

Sport 4 Life UK is proud to create a better future for young people (aged 11 to 29) by improving their employability and key life skills, through its sports-themed personal development programmes.

### We deliver two core services:

**EET:** A personal development service for socially excluded 11 to 18 year olds. This initiative is designed to prevent young people becoming NEET in the future. It is a proactive and strategic intervention, tackling the issue of youth unemployment at source, by developing their key life skills such as confidence, communication, leadership and respect.

**NEET:** An employability and personal development service for 18 to 29 year olds who are NEET. This initiative focuses on developing young people's employability and key life skills. It provides them with support to move into sustained education, employment, or training.

Delivered in both the school and community setting, activities across both services include: structured sport sessions (that develop key life skills), one-to-one mentoring, accredited qualifications, corporate engagement (e.g. formal mock interviews and employer encounters), social action and employability workshops. Young people are recruited from a wide range of avenues, including open access sport sessions, referral partnerships (e.g. job centre plus), community outreach and digitally, and then go through a structured in-take and needs assessment so we better understand their barriers, challenges and key needs. Young people then move onto a mentor's caseload, who will act as their key point of contact through their journey with Sport 4 Life UK. On a needs-led basis, young people then progress onto different activities to support their progression.

# WHY WE EXIST

## OUR MISSION

Sport 4 Life UK believes in a level playing field where every young person has the opportunity to create a better future for themselves.

We are proud to provide the opportunity for young people (aged 11 to 29) to prepare for and move into sustained education, employment, or training by improving their employability and key life skills, through our sports-themed personal development services.

## OUR VALUES

**All that we do is focused on CHANGING the LIVES of young people.**

We are committed to empowering and inspiring young people to unlock their true potential through our sports-themed personal development services. We embrace diversity, offer unconditional support, and provide tangible opportunities for them to make a positive change in their lives.

### **We are a TEAM**

Our staff are proud to work for Sport 4 Life UK and be part of its family. We are loyal, honest, transparent and trust each other. We are united in working to achieve the organisation's vision and mission.

### **QUALITY runs through the core of the organisation**

Our youth-led, bottom-up approach ensured the standard of our service and services are of the highest calibre and successfully address the needs of our young people. We have invested heavily in our ability to evidence our impact effectively to partners and stakeholders. We are professional and have strong governance, structures, policies and processes in place.

### **We do not stand still – we are a PROGRESSIVE organisation**

We are a forward-thinking, dynamic organisation which operates both proactively and responsively. We push through and break down barriers so we can always go above and beyond for our young people.



# EMPLOYEE BENEFITS

At Sport 4 Life UK, belief and trust in our team is one of our central values as an organisation. We expect high standards from all our employees, which is why we always find ways to give as much in return. Below is a summary of some of the benefits and rewards on offer at Sport 4 Life UK.

Further information is available in the Employee Handbook, contract of employment and company policies. These are subject to review.

Pension Scheme	Eligible employees are enrolled onto the Sport 4 Life UK company scheme operated by The People's Pension (TPP) after 3 months of their start date. Currently, Sport 4 Life UK contributes 3% of gross basic salary, and employees are required to make a gross contribution of 4% of gross basic salary (which is equal to a net contribution of 3.2%, with 0.8% topped up from government tax relief). This is subject to change and may increase in the future.
Employee Assistance Programme (EAP)	Access to a 24/7 confidential helpline and online information, including a number of one-to-one counselling sessions if needed. Provided by 'Health Assured', support covers everyday issues including mental health and wellbeing, stress, family, money, health and work.
Annual Leave (incremental)	0-3 years service: 25 days 3-5 years service: 27 days 5 years+ service: 30 days +8 public holidays per year
Flexible Working	Flexible working hours, option to work from home (as per Sport 4 Life UK Employee Handbook) and TOIL process.
Enhanced Sick Pay	Enhanced sick pay (on top of SSP) in line with Employee Handbook, following successful completion of probationary period.
Training	Opportunities to access formal and informal training
Travel	Travel and subsistence policy covering mileage (£0.45 per mile)
Staff Survey	Have your say in the annual (and anonymous) staff survey
Staff Socials	Staff social programme throughout the year
Mobiles / Tablets	Mobile phone and tablet for selected roles
Team Meetings	Quarterly meetings with the whole staff team
Opportunity for Trips	Limited number of opportunities to participate in international events, in line with the organisation's partnership with streetfootballworld
Discounts	Access to discounts through the BHSF (through GBCOC membership)

# WORKING WITH US

Sport 4 Life UK is a great organisation to work for. We are a progressive, dynamic and forward thinking organisation with a very clear and ambitious strategy for our future. Belief and trust in our team is one of our central values (see below), and we strive to create a positive, progressive and transparent team culture.



At our last annual staff satisfaction survey, all employees rated us the following (out of 5):

**OPPORTUNITY  
TO DEVELOP  
AND PROGRESS**

**4.17**

**I WOULD  
RECOMMEND  
WORKING AT  
SPORT 4 LIFE UK  
TO OTHERS**

**4.72**

**PROUD TO WORK  
AT SPORT 4 LIFE UK**

**4.67**



**Youth unemployment is not yesterday's problem. The road ahead is challenging and uncertain, but we will work tirelessly to support young people most in need and ensure that their futures are not defined by their present.**



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