

## Sport 4 Life UK Job Description

Job Description	
<b>Job Title</b>	Employability Mentor
<b>Reports To</b>	Mentoring Team Leader
<b>Location</b>	West Midlands (predominantly Birmingham & Sandwell with other areas as required)
<b>Notes</b>	This job description is a living, dynamic document and is non-exhaustive. It will be reviewed regularly in consultation with the post holder
<b>Job Summary</b>	<ul style="list-style-type: none"> <li>● <b>Target Demographics:</b> Provide intense, outcome-focused 1:1 mentoring to a diverse caseload of disadvantaged, NEET, at risk and disengaged young people aged 11-29</li> <li>● <b>Early Intervention Support:</b> Deliver 1:1 and small group based mentoring to secondary aged young people (11-16) in schools or community settings to improve attendance, academic attainment and overall attitude through life skills and resilience coaching</li> <li>● <b>Employability Support:</b> Focus on NEET (not in education, employment or training) young people by delivering robust pre and post-employment support to address barriers to work</li> <li>● <b>Core Progression Goals:</b> Guide young people towards sustainable outcomes, keeping a steady focus on helping them transition into long-term, sustainable education, employment or training</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>● Performance &amp; outcomes</li> <li>● Monitoring &amp; evaluation</li> <li>● Stakeholder management</li> </ul>
<b>Duties &amp; Responsibilities</b>	<p><b>Mentoring &amp; Personal Development</b></p> <ul style="list-style-type: none"> <li>● <b>Tailored Mentoring Sessions:</b> Deliver structured personal development and employment themed mentoring sessions to address barriers to growth and achieve sustainable outcomes</li> <li>● <b>School &amp; Community Support:</b> Support secondary aged young people in schools and community setting, focusing on improving attendance, academic attainment and attitude through life skills</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Active On-Programme Mentoring:</b> Provide active on-programme mentoring and engagement during Sport 4 Life UK employability courses and sport sessions</li> <li>● <b>Relationship Management:</b> Establish and maintain positive, supportive relationships while managing individual caseload capacities to meet service targets</li> </ul>
	<p><b>Partnerships, Recruitment &amp; Client Journey</b></p>
	<ul style="list-style-type: none"> <li>● <b>Stakeholder Liaison:</b> Build and maintain effective working relationships with points of contacts at established partner organisations including schools, social workers and Jobcentre Plus' to provide holistic support and care</li> <li>● <b>Community Outreach:</b> Proactively recruit disadvantaged young people within priority community environments (e.g. partner referrals, community centres, open spaces)</li> <li>● <b>Onboarding &amp; Conversion:</b> Convert young people from initial referral to active engagement through Sport 4 Life UK's customer journey, executing the Intake Assessment process efficiently</li> <li>● <b>Cross Service Referrals:</b> Support with recruitment initiatives and facilitate smooth internal referrals between the Mentoring service and the Education &amp; Skills service</li> </ul>
	<p><b>Monitoring, Evaluation &amp; Finance</b></p>
	<ul style="list-style-type: none"> <li>● <b>Data Management:</b> Accurately record, track and input client progress, registers, intake assessment metrics and outcome data into the Sport 4 Life UK CRM system in a timely manner</li> <li>● <b>Quality &amp; Feedback:</b> Adhere to all Sport 4 Life UK monitoring &amp; evaluation processes, actively integrating client, partner and stakeholder feedback to evaluate project performance</li> </ul>
<p><b>General &amp; Organisational Responsibilities</b></p>	<ul style="list-style-type: none"> <li>● <b>Value Alignment:</b> Uphold and champion Sport 4 Life UK's core values, vision and mission statement</li> <li>● <b>Digital Advocacy:</b> Actively encourage beneficiaries to create and engage with positive content on Sport 4 Life UK's digital social channels during frontline session visits</li> <li>● <b>Team Collaboration:</b> Work collaboratively with the wider mentoring, training and operational team, supporting tactical strategies and organisational tasks as directed by a member of the Ops Management Team</li> <li>● <b>Compliance &amp; Safety:</b> Maintain basic administrative duties and strictly promote health, safety, welfare and equal opportunities policies at all times</li> </ul>

<b>Scope of Authority</b>	<ul style="list-style-type: none"> <li>Accountable to the Mentoring Team Leader</li> <li>No line management or budgetary responsibilities</li> </ul>
---------------------------	--

### Sport 4 Life UK Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Level 3 in Coaching &amp; Mentoring (or equivalent)</li> <li>Relevant qualification in youth work, childcare support or information, advice &amp; guidance (or equivalent)</li> <li>Evidence of CPD in the youth education sector</li> </ul>	<ul style="list-style-type: none"> <li>Specialist qualification or additional expertise (e.g. emotional wellbeing, mental health, employability, youth justice)</li> <li>Higher level qualification (e.g. JNC Youth Work degree, PGCE, PTTLs, NVQ IAG)</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>1+ years of experience working with young people who are EET, NEET or at risk of becoming NEET</li> <li>Proven track record of recruiting disadvantaged young people through</li> </ul>	<ul style="list-style-type: none"> <li>Direct experience managing a caseload of young people</li> <li>Proven success delivering high quality client Information, Advice and Guidance</li> </ul>

	referral partners and community settings	(IAG) and personal development support
<b>Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Passion and enthusiasm for supporting young people</li> <li>• High level of self-motivation, energy and determination</li> <li>• Excellent organisational and IT skills</li> <li>• Ability and confidence to work independently</li> <li>• Polite, professional appearance and manner</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in and passion for sport as a vehicle for change</li> </ul>
<b>Compliance &amp; Commitment</b>	<ul style="list-style-type: none"> <li>• Valid fully enhanced DBS disclosure (to be carried out on conditional offer by Sport 4 Life UK)</li> <li>• Clear evidence of commitment to Sport 4 Life UK's vision</li> </ul>	