

Sport 4 Life UK Job Description

Job Description	
Notes	1. This job description is non exhaustive 2. This job description excludes the 'Person Specification', which can be found in the relevant Job Pack (if required) 3. Job descriptions are 'living' documents
Job Title	Employability Mentor
Job Summary	The Employability Mentor will provide intensive, person-centred employment support to young people, helping them overcome barriers, develop their employability skills and progress into sustainable employment. Working within a fast-paced, outcome-focused service, the postholder will manage an active caseload, respond promptly to referrals and deliver structured, purposeful support that helps young people move towards work. The role will involve close collaboration with employers, the Employer Partnerships Lead and delivery colleagues, alongside accurate case management, performance monitoring and appropriate in-work support to help young people sustain employment.
Accountability Areas	1. Performance & Employment Outcomes 2. Caseload Management & Participant Support 3. Monitoring, Evaluation & Compliance 4. Stakeholder Engagement & Collaboration
Duties & Responsibilities	1. Performance & Employment Outcomes 1. Deliver intensive, employment-focused mentoring and practical support to help young people overcome barriers and progress into suitable, sustainable employment. 2. Work proactively towards agreed individual and contractual performance targets, including participant engagement, progression, employment starts and sustained employment outcomes. 3. Support young people with employment preparation, including CV development, applications, interview preparation, job search and workplace expectations. 4. Maintain a proactive and results-focused approach, identifying barriers to progression early and taking timely action to help young people move towards employment.
	2. Caseload Management & Participant Support 1. Manage an active caseload of young people, ensuring timely contact, regular engagement and appropriate levels of individual support. 2. Complete initial assessments and develop personalised action plans with clear employment goals, agreed activities and regular reviews of progress.

	- Build positive, professional relationships with young people, providing encouragement, challenge and practical support tailored to their individual circumstances. - Provide appropriate support following employment starts, helping young people address emerging challenges, sustain employment and progress in work.
	3. Monitoring, Evaluation & Compliance
	- Maintain accurate, complete and timely participant records, including referrals, assessments, action plans, activities, progress and employment outcomes. - Use S4L's and relevant contractual systems to record case management information, supporting evidence and required monitoring data. - Monitor individual caseload performance, identify participants at risk of disengagement or delayed progression, and take appropriate action or escalate concerns. - Follow S4L's safeguarding, data protection, quality assurance and contractual procedures, ensuring appropriate evidence is maintained to support reporting and compliance.
	4. Stakeholder Engagement & Collaboration
	- Work closely with the Employer Partnerships Lead to identify suitable vacancies, coordinate job matching and support young people to access recruitment opportunities. - Maintain effective working relationships with Jobcentre Plus, referral partners, employers and other relevant stakeholders to support participant engagement and progression. - Collaborate with mentoring colleagues, the Mentoring Team Leader and wider delivery teams to share information, coordinate support and improve employment outcomes. - Contribute to team meetings, case reviews and service improvement activities, sharing feedback and identifying practical opportunities to strengthen delivery.
General Duties	- Uphold and reflect S4L's values. - Analyse and reflect on personal performance and contribute to continuous improvement. - Work collaboratively with colleagues, stakeholders and partners to support effective service delivery. - Contribute to the development and improvement of mentoring activities and working practices. - Complete relevant administrative and reporting responsibilities accurately and on time. - Support wider organisational activities and priorities as reasonably required. - Follow and promote health, safety and welfare requirements in accordance with S4L's policies. - Promote equality, diversity and inclusion in all aspects of work.
Additional	1. When visiting front-line sessions, actively encourage beneficiaries to engage with, and post, content on S4L's digital social channels
Scope of Authority	1. Accountable to the Mentoring Team Leader

Person Specification

Essential Criteria

Experience

- Experience of supporting young people or individuals facing barriers to employment, education or personal development.
- Experience of delivering mentoring, coaching, employment support or other relevant person-centred services.
- Experience of managing individual workloads, maintaining records and working towards agreed targets or objectives.
- Experience of building positive professional relationships with individuals from a range of backgrounds.
- Experience of working collaboratively with colleagues, external partners or other support services.

Knowledge & Skills

- Good understanding of employability skills, recruitment processes and the barriers young people may face when accessing employment.
- Ability to assess individual needs, develop action plans and provide structured, practical support towards agreed goals.
- Strong communication and interpersonal skills, with the ability to build trust, motivate and appropriately challenge young people.
- Excellent organisational and time management skills, with the ability to manage an active caseload and competing priorities.
- Ability to work proactively and maintain focus on achieving positive outcomes within a fast-paced delivery environment.
- Good IT skills, including the ability to maintain accurate records and use relevant case management systems.
- Awareness of safeguarding, confidentiality, equality and data protection requirements when working with young people.

Personal Attributes

- Commitment to Sport 4 Life UK's mission and values.
- A person-centred, supportive and non-judgemental approach.
- A proactive, organised and results-focused attitude.
- Resilience, adaptability and the ability to respond positively to changing priorities and performance expectations.
- Ability to work independently, use initiative and take responsibility for agreed actions.
- A collaborative approach and genuine commitment to helping young people access and sustain employment.

Desirable Criteria

- Experience of delivering employability programmes, employment advice or welfare-to-work services.
- Experience of managing a caseload within a target-driven or outcome-funded environment.
- Experience of supporting young people who are not in education, employment or training (NEET).
- Experience of working with Jobcentre Plus, employers or other employment support partners.
- Experience of providing job search, interview preparation, job matching or in-work support.
- Relevant qualification in mentoring, coaching, careers guidance, youth work, employability or a related discipline.