**JOB DESCRIPTION**

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| **Job Title** | Project Work Mentor |
| **Department** | Foundations for Work ESF project |
| **Job Reference** | VLNF4WWM |
| **Reports to** | Project Co-ordinator |
| **Location** | Launceston |
| **Salary** | £24,000 pro rata |
| **Flexibility** | Hybrid model, 28 hours a week |
| **Contractual status** | Part-time – fixed term  Subject to a 3-month probation period |
| **Role summary** | The Work Mentor will contribute to the overall success of The Foundations for Work project. The successful candidate will work directly with unemployed, economically inactive and individuals working with zero hours contract with irregular work patterns. The Mentor will effectively deliver a holistic, personalised support service, which empowers participants with the self-belief, skills, motivation and confidence to enable them to progress into employment, self-employment or further training/education  To promote equality, diversity, and rights in all actions throughout V Learning Network. |
| **Key responsibilities** | * Mentoring, supporting and placing unemployed/ economically inactive people with multiple & complex needs into employment, self-employment or FE/Training * Effective case management of disadvantaged participants, including the delivery of IAG, diagnostics, action planning, reviewing progress and implementing appropriate Employability & Job search techniques * Employ a high level of Emotional Intelligence (e.g. Respect, Empathy & Compassion), when responding to the diverse needs of people on the programme * Monitor the Local Labour Market, Sector Skills Gaps, local Employment & Skills provision, Specialist Support Networks, and Education & Training providers * Display a positive outlook, with the ability to build rapport, empower, inspire, and enthuse disengaged participants * Use high-level communication, interpersonal and presentational skills and understands their importance in both participant relationships and teamwork * Apply excellent organisational and time management skills, prioritising and managing work according to deadlines and performance targets * Be prepared to work outside regular office hours (as and when required) to support the programme and travel around the local contract area |
| **Measure of success** | * Successful delivery of key priorities and objectives of crucial project targets. |
| **Continued professional development** | V Learning Network is committed to providing appraisals and continual professional development. We expect the successful candidate to undertake training and research, bespoke to them to enhance their personal knowledge, skills, and behaviours. |
| **V Learning Network values** | V Learning Network employees and trustees all share the values of honesty, integrity, transparency, commitment, equality, respect, flexibility, and enthusiasm.  These values are demonstrated through behaviours like making sure learners are happy, caring about fellow employees, working as a team, delivering high standards, paying attention to every detail, being proactive to change and having an emotional commitment to V Learning Network. |
| **V Learning Network Equality & Diversity** | V Learning Network is committed to creating an inclusive working environment where diversity is valued and equal opportunity. We, therefore, welcome applications from all sections of the community, and we offer a range of benefits to encourage a work-life balance. |
| **V Learning Network**  **Health and Safety** | V Learning Network is committed to maintaining and promoting a positive attitude to health and safety. We ensure the safety and wellbeing of our employees and learners by following the health and safety codes of practice. |
| **V Learning Network Safeguarding of Children and Vulnerable Adults** | V Learning Network is committed to safeguarding and promoting the welfare of all learners and expects their employees to share this commitment.  The successful candidate will be subject to a Disclosure and Barring Service (**DBS**) check. |
| **Dated** | 0705/2021 |