



EAST BELFAST MISSION

THE METHODIST CHURCH IN IRELAND

ROLE PROFILE

Job Title:	Belfast Works Mentor (working with Economically Inactive and Unemployed Clients) Fixed-Term Contract
Accountable to:	Project Manager
Salary:	£25,335 p.a.
Location:	Skainos Square, 239 Newtownards Road, Belfast
Hours of work:	37.5 per week
Leave:	23 days plus 12 statutory days
Pension:	National Employee Savings Trust (NEST) Pension Scheme
Health Care:	An employee health care plan is available after successful probation
Probation:	This post is subject to 6 months probationary period. The Company reserves the right to extend this probationary period.
Contract term:	End March 2022

Applications will close Wednesday 18 March 2020

JOB BACKGROUND

This post is part of the Belfast Works Programme, a Belfast wide employment project implemented by a consortium of organisation led by Ashton Community Trust. The other Belfast Work Project Partnership organisations are:-

- GEMS NI
- Upper Springfield Development Trust
- Impact Training

The post will involve working at neighbourhood level in East Belfast to support the development of an employment service infrastructure to improve the potential of long-term unemployed, economically inactive and or clients with additional issues to support them to gain employment.

Job Purpose

To provide mentoring sessions to adults who are experiencing economic inactivity/worklessness, due to barriers such as poor health and support through intensive one to one mentoring for those participants with low level health and/or social issues.

Main duties and responsibilities:

1. Provide a structured programme of parallel support for economically inactive and workless people that can support their progress towards employment and/or further education/training.

2. Undertake initial assessments of barriers using agreed and bespoke diagnostic tools. Develop and implement individual action plans to overcome barriers to employment or further education/training, setting goals, actions and achievable outcomes.
3. Work closely in partnership with the employability mentors to provide parallel support for clients including mentoring sessions to all participants which remove barriers to employment or further education / training.
4. Effectively manage a caseload of parallel support clients provide professionally focused support referring to other agencies/organisations as required as part of individual action plans.
5. Undertake progress reviews and ensure targets are achieved that reflect positive outcomes in relation to employment, employment-related skills development or progress to further education/training.
6. Support specific training, education, employment and work experience opportunities for economically inactive and workless people which will help to promote their integration into the labour market.
7. Develop and maintain excellent working relationships with relevant employer, statutory, community and voluntary organisations.
8. Maintain accurate records of all engagements and work undertaken with participants and ensure the accuracy and completion of all administrative forms, reports, etc. Which are provided in a timely manner.
9. Review, with line manager, outcomes against performance targets and reflect on practice, working to the highest professional standards.
10. Fully participate in self-evaluation reviews and quality improvement planning.
11. Participate in team meetings, supervision and other team activities.
12. Carry out all duties in accordance with the values and policies of East Belfast Mission.
13. Perform such other relevant tasks deemed necessary by the management team of the Belfast Works Project to ensure the effective and efficient implementation of the project action plan.

Additional duties

- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the East Belfast Mission, as may reasonably be requested by management.
- Work flexibly on evenings, weekends and during school holidays to ensure full delivery of the programme.
- Undertake training in order to develop work related skills and knowledge.
- Work within the ethos of East Belfast Mission
- Participate in East Belfast Mission Performance Management and Appraisal process, and agree short, medium and long-term goals with line manager, and direct line staff.

- Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met.
- Share best practice, achievements and contribute to opportunities to present outcomes and case studies.

Personnel Specification

Note to Applicant: When completing your application form you should demonstrate/evidence the extent to which you have the necessary education, experience, knowledge and skills identified as required by the application criteria for the post.

Important

Applications must only be completed using computer as no hand-written applications will be considered for short listing

Please read questions carefully and provide full and clear detail in answer to each of the question

Short-listing Criteria

East Belfast Mission reserves the right to only short-list those applicants who can clearly demonstrate by providing personal and specific examples of the following criteria.

Essential Criteria

Applicants **must** have, as at the closing date for receipt of application forms:

1. A level 3 qualification in coaching (e.g. life coaching), or counselling, cognitive behavioural therapy, advice and guidance or equivalent (please demonstrate on your application form)
2. At least one years' experience of delivering a similar service to people experiencing economic inactivity due to health/well-being or other barriers limiting their options (Number of years' experience may be increased should there be a need to facilitate manageable shortlists)
3. Experience of maintaining confidentiality; professional boundaries; data sharing protocols, safeguarding processes and lone working processes
4. Experience of motivating and engaging with challenging clients with complex needs and barriers
5. Valid driving licence and access to transport appropriate for the post. This will be waived if a disability exists and the candidate can demonstrate the effectiveness of alternative transport arrangements

Desirable Criteria

1. Experience of working in partnership with internal teams and external agencies to achieve successful outcomes
2. Professional Membership of a Coaching, Mentoring or Counselling Body
3. Commitment to own professional development and to supporting the professional development of colleagues

(Desirable criteria may used to shortlist applicants, should there be a need to facilitate manageable shortlists)

Vetting

Appointment to this post is subject to successful applicant declaring all pending prosecutions, convictions, cautions and bind-over orders and their name will be submitted to Access NI for an enhanced AccessNI check to be carried out.

East Belfast Mission is an Equal Opportunities Employer

