



**CHARGING UP CHANGE!**

**YOUTH MENTOR  
(GIRLS CAN)**

**JOB DESCRIPTION & SPECIFICATION**

DEADLINE: 1st March 2023 (1PM)



# YOUTH MENTOR (GIRLS CAN)

## JOB SUMMARY

**Deadline:** 1st March 2023 (1pm)

**Application Form:**

<https://talent.sage.hr/jobs/29c9fbf1-55e9-4cc0-9d61-21e38136b115>

ROLE	Youth Mentor (Girls CAN)
REPORTING TO	Coordinator (Mental Health, Emotional Wellbeing & Resilience), Service Coordinator/Officer
RESPONSIBLE FOR	Volunteers
SALARY	£19,760 - £22,080 (Grade 2.2 – Grade 4.9) pro rata
HOURS	20-30 hours per week (Varied contracts available)
DURATION OF CONTRACT	January 2023 – April/May (Possibility of Extension)
TIMESCALE	Immediate start
BASED	PBC HQ – West Bromwich
ROLES AVAILABLE	2
SUMMARY	To provide a mentoring service delivered by positive female role models to Young Women aged 9-16 in Sandwell and surrounding areas of the Black Country/Birmingham. The project will support Young Women to be at the centre of conversations and action-taking to address gender-based opportunities disparity and prejudice that is impacting their mental wellbeing. Through mentoring, life coaching and workshops, the project will aim to shift power imbalance, elevate aspirations, improve mental and physical wellbeing and improve each young person's personal and educational development.



# WHO WE ARE

**POWERING CHILDREN, YOUNG PEOPLE  
& YOUNG ADULTS TO CHARGE UP  
CHANGE!**



# OUR STORY

## How we got here....

Powered by CAN works with children, young people and young adults across the Black Country and the wider Midlands region. Powered by CAN was created, built and developed in Sandwell, and we want to empower young people from the region to feel the same pride and purpose for their community as we do.

Children, Young People & Young Adults are at the heart of everything we do, and we make sure that we always put them first by ensuring we always do the following:

- Champion their rights to co-design, co-create and co-produce and make their voices heard.
- Encourage leadership pathways for their views and voice to be present their local community.
- Kick starting personal and professional development through a wider offer of experiences

We believe in providing opportunities for children, young people & young adults and we want to support them to thrive and contribute at every stage of their lives, for a fairer future.

## HARNESSING YOUR... POWER, POTENTIAL, PROGRESS



# OUR VISION

## How we can work together to make a difference...

We want to power up children, young people & young adults to live with pride, purpose and prepared to make positive life choices.

# OUR MISSION

## How we can make the change...

Powering children, young people & young adults to lead the change they want to see through the delivery of services, opportunities & experiences to contribute at every stage of their lives, for a fairer future.

# OUR VALUES

## These are at the centre of everything we do...

**CARE**

**CHALLENGE**

**COMMITMENT**

**COLLABORATION**

**CREATIVE**

**COMMUNITY**

# OUR SERVICES



Celebrating culture & civic responsibility through confidence, creativity & connecting with others...



Promoting positive lifestyles and empowering people through participation...



Taking the time to talk, tackle & transform into our true selves...



Always aiming high, aspiring to achieve & Accelerating your ambitions ...



# OUR OBJECTIVES

1

## **Pride of Place!**

To develop collective understanding and knowledge on the identity of place to strength the services that are relevant to meet the needs of children, young people & young adults.

2

## **Positive Programmes & Principles!**

To deliver ambitious and high quality opportunities and experiences for children, young people & young adults to strengthen best practice for the sector to meet soft, hard and transferable skills.

3

## **Powering Participants & People!**

To build on the strengthens and needs of children, young people & young adults to thrive and be resilient into adulthood.

4

## **Pushing Performance & Policy!**

To influence policy and investment to prioritise services for children, young people & young adults.

5

## **Playing our Part!**

To ensure our workforce, volunteers, board, volunteers are dynamic, diverse and driven to be reputable, responsive and represent a rights based approach for people and place.





“

**We are powered both by where we have come from  
and the positive energy moving forward with a ‘CAN’  
do attitude.**

**We hope everyone we work with will be able to  
power up change!**

”

CEO - Jerrel Jackson FRSA MloD MA BA







# YOUTH MENTOR (GIRLS CAN)

## DUTIES & RESPONSIBILITIES

### Thematic Duties

- To collaborate with the Service Delivery Officer for the Girls CAN/ Brotherhood
- To contact Service Delivery Officers if any issues arise during sessions (e.g. low participant numbers, possible safeguarding queries).
- To attend weekly meeting with your Service Delivery Officer within the Girls CAN/ Brotherhood Project.
- To keep up to date with the goals and delivery model of Girls CAN/ Brotherhood.
- Assist (if needed) Service Delivery Officer with the Coordination (verbal and written) Communication to agency and partner locally, regionally and nationally.
- Provide input and collaborate where necessary with your Service Delivery Officer to design core content for services.

### Administration

- Assist the Service Delivery Officer with dealing with enquiries via email and telephone
- Complete accident and incident records when necessary if requested by Service Delivery Officer
- Give insight/ recommendations for the Project Plan and Service offer to the Service Delivery Officer
- Provide information of sessions where necessary to contribute to the evaluation of service.

# DUTIES & RESPONSIBILITIES

## General Responsibilities

- Manage, support and motivate your team to drive performance.
- To represent the organisation within local and regional networks of supporters and stakeholders;
- To coordinate and participate in regular team meetings and supervision meeting;
- To contribute ideas that may support the ongoing development of the Girls CAN/ My Bro Lil Bro project;
- To participate in training and development activities as required and to assist with the training and development of colleagues as appropriate;
- To contribute to the programming and administration of bespoke commissioned services;
- To act always in the best interest of CAN.
- To ensure confidentiality within the organisation at all times;
- To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, Recruitment/Engagement events, fundraising events, etc.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by management.

## Monitoring and Evaluation

- Collate and Complete case studies and feedback forms after sessions
- Gather weekly participant numbers from at your sessions, working to reach the KPI's set by your Service Delivery Officer
- Set up sessions to ensure they are safe and secure for all participants as Quality Assurance checks are randomly completed by Senior Management



# DUTIES & RESPONSIBILITIES

## Supervision of Children and Young People

- Ensure that activities are carried out in a safe and responsible manner in accordance with our policies and procedures.
- To take responsible precautions and measures to ensure the safety of other staff and children at our provision and comply with the responsibilities of the Health and Safety At Work Act.
- Ensure that all activities being offered at outreach locations compiles to all required policies and procedures set.
- Ensure that risk assessments are completed prior to commencing services
- Ensure that food services are prepared and served in accordance with the Food Standards Agency and to undertake the necessary Food Hygiene Training. To actively promote and support the safeguarding of children and young people, ensuring that all staff and volunteers observe policies and procedures to keep children safe from harm.

## Additional Responsibilities

- In addition, to undertake any other duty or responsibilities that may reasonably be allocated by the CEO or the Board.
- This role is subject to Disclosure and Barring Service (DBS) check.

## Data Management

- Gathering Participant Data from all sessions & informing Service Delivery Officer if any data needs to be updated.
- Sending session attendance and/or register to the Service Delivery Officer (if they are not present at session) after all sessions to be uploaded onto our Data Management Systems.



# YOUTH MENTOR (GIRLS CAN)

## PERSON SPECIFICATION

### Essential

- Excellent communication skills, with children, colleagues, advisors and parents/carers.
- Effective Time Management Skills
- Excellent Organisation and Planning skills.
- The ability to listen to the children, young people and communities' needs and wants.
- Experience in collaborating with a wide range of people; from the children and young people and their families and other team members and partners.
- Enthusiasm for consulting with children and young people.
- The ability to be organised and adaptable in your approach.
- Demonstrate energy in all that you do and display a 'can-do' attitude,
- Be open to change and new ways of working,
- The ability to problem solve and make decisions Awareness of Child Protection guidelines and relevant legislation
- Awareness of risk assessment and risk benefit Experience and understanding of working in a fast-paced environment
- An understanding of the principles of children and youth work.
- A commitment to the provision of inclusive activities for children and young people.
- A positive approach to learning & gaining new skills through teamwork and training opportunities.
- Creativity to devise new ideas and engage the children in activities.
- Patience, punctuality, reliability and trustworthiness.
- A positive approach to inclusive practice, with children, parents/carers and colleagues.

# YOUTH MENTOR (GIRLS CAN)

## PERSON SPECIFICATION

### Desirable

- Be in possession of a related Certificate, Diploma or Degree
- Previous experience of working children and young people aged 6-19 in a voluntary or paid capacity.
- Knowledge of the Early Years Foundation Stage/Early Intervention and the Playwork Principles.
- Interest in the supervision of the learning and development of children and young people.
- Be able to be Flexible and Adaptable
- Able to work in a small team.



## FURTHER INFORMATION

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Application Form:

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Application Process:

Stage 1 – Informal 30/60 minute conversation

Stage 2 – Formal Interview (including Presentation or Practical)

Contact Information:

[jobs@poweredbycan.org](mailto:jobs@poweredbycan.org) or 0121 530 8451

DBS and Reference

This role is subject to a clear enhanced DBS and satisfactory Employment/Character references.

Please note we are currently using a new application system, so if you face any technical difficulties please email [jobs@poweredbycan.org](mailto:jobs@poweredbycan.org)

