



CHARGING UP CHANGE!

**Volunteer Mentor
(GIRLS CAN)**

JOB DESCRIPTION & SPECIFICATION



Volunteer Mentor (GIRLS CAN / Next Generation Now)

JOB SUMMARY

ROLE	Volunteer Mentor (Positive Activities & Clubs)
REPORTING TO	Service Manager: (Girls CAN/ Next Generation Now)
RESPONSIBLE FOR	Participants
HOURS	6-8 hours per week (Evening Work Required)
DURATION OF CONTRACT	12 months
TIMESCALE	Immediate start
BASED	PBC HQ – West Bromwich
ROLES AVAILABLE	3
SUMMARY	<p><u>About Us:</u> <i>Girls Can</i> is an organisation committed to empowering young women and girls to realise their full potential by providing mentorship, leadership training, and the resources necessary to excel. The <i>Powered by Can</i> initiative amplifies this mission by encouraging self-confidence, promoting STEM education, and fostering an inclusive environment where girls are encouraged to be bold, creative, and ambitious.</p>

Application Form:

[https://poweredbycan.uk.deputy.com/jo](https://poweredbycan.uk.deputy.com/jobs#/2tAqsnhJve6I624I9BnFd3Xcg7U)

[bs#/2tAqsnhJve6I624I9BnFd3Xcg7U](https://poweredbycan.uk.deputy.com/jobs#/2tAqsnhJve6I624I9BnFd3Xcg7U)



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

CIVIC CHANGE,
ARTS & CULTURE

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

PHYSICAL ACTIVITY, **PLAY**
& **PUBLIC HEALTH**

Promoting positive lifestyles and empowering people through participation...

NEXT
GENERATION
NOW!

Navigating the narrative...

MENTAL HEALTH,
WELLBEING
& **RESILIENCE**

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

EMPLOYMENT,
EDUCATION
& **ENTERPRISE**

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.





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**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





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DUTIES & RESPONSIBILITIES

Thematic Duties

- Create a safe and welcoming environment for young people, building positive relationships with them.
- Plan and deliver engaging, needs-led activities and programs that promote personal growth and development.
- Collaborate with senior staff to adapt program content to address emerging issues and trends among young people.
- Support the implementation of workshops, group discussions, and recreational activities aimed at promoting personal development and social skills.
- Collaborate with community partners, schools, and other organisations to create better holistic support systems for youth.
- To keep up to date with the goals and delivery model of Next Generation Now.
- Provide input and collaborate where necessary with your senior staff to design core content for services.

DUTIES & RESPONSIBILITIES

Monitoring and Evaluation

- Ensure case studies and feedback forms are collated and complete case after sessions.
- Gather weekly participant numbers from at your sessions, working to reach the KPI's set by your Service Coordinator.
- Ensure all activities are safe and secure for all participants as Quality Assurance checks are randomly completed by Senior Management.
- Utilize feedback mechanisms to continuously adapt and enhance program delivery and content.

General Responsibilities

- Manage, support and motivate your team to drive performance.
- Encourage active participation and leadership among young people by facilitating their involvement in program planning and decision-making.
- Foster leadership skills and facilitate opportunities for youth to initiate and lead their own projects and initiatives.
- Advocate for the needs and rights of young people at local, regional, and national levels.
- To participate in regular team meetings and supervision meetings.
- To contribute ideas that may support the ongoing development of Next Generation Now.
- To participate in training and development activities as required and to assist with the training and development of colleagues as appropriate.
- 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.



DUTIES & RESPONSIBILITIES

Administration

- Complete session paperwork and accident and incident records when necessary.
- Give insight/ recommendations for the project plan and service offer to the Service Coordinator.
- Provide information of sessions where necessary to contribute to the evaluation and reports for services.
- Ensure compliance with organisational policies, procedures, and regulatory requirements.

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 with all required policies and procedures set.
- Ensure that risk assessments are understood prior to commencing services.

Additional Responsibilities

- Collaborate closely with other members of the youth work team and external stakeholders.
- Stay informed about trends, best practices, and emerging issues in the field of youth development.
- 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.



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Essential

- We are seeking passionate and dedicated volunteers to assist with the *Powered by Can* program, which focuses on providing support to girls and young women through various workshops, mentorships, and empowerment activities. Volunteers will have the opportunity to actively contribute to the development and execution of programs that inspire and empower girls to take charge of their future.



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Desirable

- Be able to be flexible and adaptable.
- Able to work in a small team.
- Previous experience in working in a youth work oriented setting.
- Knowledge of youth development principles and best practices in youth work.
- Assist in planning, organising, and facilitating Girls Can events, workshops, and activities.
- Provide mentorship and guidance to participants in individual or group settings, fostering a supportive environment.
- Help with outreach efforts to raise awareness about the program and attract new participants.
- Provide logistical support for virtual or in-person events (e.g. managing registration, preparing materials).
- Assist in tracking participant progress and feedback for program improvement.
- Collaborate with the program coordinator to ensure all activities align with Girls Can's mission and goals.
- Contribute to the development of program content, including promotional materials, lesson plans, and other resources.



FURTHER INFORMATION

Application form:

<https://poweredbycan.uk.deputy.com/jobs#/2tAqsnhJve6l624l9BnFd3Xcg7U>

Application Process:

Stage 1 – Informal 30/60 minute conversation

Stage 2 – Formal Interview (including Presentation or Practical)

Contact Information:

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

