

POST TITLE	Mentor Co-Ordinator
DIRECTORATE	Education, Children and Justice
SERVICE	Schools and Lifelong Learning
RESPONSIBLE TO	School Business Manager
NUMBER OF POST HOLDERS	6
ACTING UP/ SECONDMENT	FIXED TERM 18 MONTHS

PURPOSE OF JOB

Mentor Co-ordinators will support the implementation of the Project with a specific focus on care experienced young people who are disengaged from education and learning. Postholders will work with a range of partners including schools, mentors, Social Work colleagues, CLD and JET to develop and deliver programmes of support for young people to support educational attainment and improve outcomes. Mentor Co-ordinators will also have a role in providing support and guidance for the identified group of young people to support improvements in engagement in learning and attainment. This role supports the delivery of the priorities set out in the National Improvement Framework, as well key City of Edinburgh Council Commitments and the priorities set out in the CEC Corporate Parenting Plan.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

The Mentor Co-ordinator is responsible for:

- Manage diary appointments of volunteer mentors
- Support volunteer mentors in meeting their mentees
- Building relationships with identified young people to plan, experience and sustain learning pathways to realise their full potential, in liaison with schools and partners
- Collaborating with school staff and partners to co-construct and deliver programmes of support
- Working with schools and relevant partners to ensure that pupils, parents and partners are familiar with the aims and objectives of the project
- Supporting the delivery of City of Edinburgh Council Commitments and the strategic aims of the City of Edinburgh Council’s Corporate Parenting Strategy, to drive improvements attainment and achievement and increase positive and sustained leaver destinations for the identified group of young people
- Consistently supporting, encouraging and motivating volunteer 1:1 mentors for each of the young people, from training to matched status & through the length of engagement
- Working with key school staff to track and monitor the progression of identified young people
- Supporting the sharing of best practice

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Demonstrate effective communication skills and understanding of target group of young people

- Proven ability to build and develop productive working relationships and communicate effectively across sectors
- Attention to detail with the ability to identify process improvement opportunities and to make knowledge-based decisions leading to actions and desired results
- Sound knowledge of national policy related to ASL and Care Experienced young people
- Evidence of training undertaken in relation to supporting young people facing barriers to learning
- Creativity and innovation in working with partners locally, nationally and across the public, private and third sectors in the context of supporting young people
- Excellent interpersonal skills and qualities including:
 - Flexibility and adaptability to manage competing organisation priorities and deadlines
 - Exceptional time management to successfully deliver complex project outcomes
 - Understanding of writing specific, timed, aligned and measurable improvement plans
 - Establishing effective working relationships with senior leaders in schools to support and challenge thinking
 - Caring passionately about the importance of equity in the delivery of service
 - Working independently and as part of a team
 - Well-developed ICT (Information and Communications Technology) skills

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Key challenges relate to working with colleagues to balance a range of competing demands and conflicting priorities among officers in the Council who have responsibilities for delivering and reporting on progress
- This is a field based post requiring adaptability and ability to exercise a considerable degree of control over their work
- The post-holder may be exposed to some physical demands within the range of school and family-based work activities
- All employees are expected to adhere to Council standards of practice in line with policy

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).

NB: The total length of the JD should be 2 pages. It is therefore important to be concise when summarising the duties and requirements of the post