

## Job Description

### Youth Mentor

**Salary Range:** £23,680-£28,908 (pro-rata depending on hours per week)

**Location:** Multiple delivery sites across Coventry

**Contract Duration:** Initial contract up until March 2028

**Hours Per Week:** Negotiable from 5-37.5 hours per week

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#### Job Purpose:

To lead the delivery of engaging, high-quality activities that support young people's personal, social and emotional development.

This is a **highly delivery-focused role**, working directly with young people in group and 1:1 settings. The postholder will create safe, energetic and inclusive environments where young people can build confidence, develop skills and learn.

The role is ideal for someone who is **passionate, energetic and highly engaging**, with the ability to connect with young people and positively influence their experiences.

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#### Main Duties and Responsibilities:

1. To lead and deliver engaging activities, programmes and sessions in group and 1:1 settings, ensuring they are safe, inclusive and enjoyable.
2. To build positive, consistent and encouraging relationships with young people, supporting their personal, emotional and social development.
3. To create an energetic and welcoming environment that encourages participation and sustained engagement.
4. To motivate and inspire young people to take part in activities, volunteering opportunities and wider programmes.
5. To ensure high levels of safeguarding and safety for all participants, following PYF procedures.
6. To actively risk assess sessions and respond appropriately to any issues or incidents.
7. To confidently manage a range of behaviours, maintaining a safe and respectful environment at all times.
8. To support the planning and preparation of sessions, contributing ideas and adapting delivery to meet the needs of young people.

#### Positive Youth Foundation

The Techno Centre, Coventry University Technology Park

Tel: 02476158550

Email: [info@positiveyouthfoundation.org](mailto:info@positiveyouthfoundation.org)

Charity Number: 1145284

9. To work effectively as part of a delivery team, supporting colleagues during sessions and contributing to a positive team culture.
10. To complete monitoring and evaluation requirements, including recording attendance, outcomes and session feedback.
11. To represent the organisation positively within sessions, community settings and events, maintaining a professional appearance.
12. To follow organisational policies and procedures, including safeguarding, social media and lone working.
13. To support the safe set-up and pack-down of sessions, including equipment and venues.
14. To contribute to creating an inclusive environment that supports young people from diverse backgrounds and experiences.

All duties and responsibilities must be carried out with due regard to PYF's Policies and Procedures.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

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## Youth Mentor

### Person Specification

#### Knowledge

- Understanding of the challenges facing young people and how these can impact their development
  - Understanding of how youth work activities support personal, social and emotional development
  - Knowledge of safeguarding and the importance of maintaining safe environments for young people
  - Awareness of equality, diversity and inclusion in youth settings
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#### Skills and Abilities

- Strong communication and listening skills, particularly with young people
  - Ability to engage, motivate and build positive relationships with young people
  - Ability to deliver structured and engaging activities
  - Ability to manage behaviour positively and confidently
  - Ability to work flexibly, including evenings and weekends
  - Ability to work effectively as part of a team
  - Reliable, punctual and organised
  - Ability to record information accurately
  - Energetic, enthusiastic and positive approach to working with young people
  - Friendly, approachable and able to build trust quickly
  - Passionate about supporting young people to achieve their potential
  - Resilient and adaptable in dynamic delivery environments
  - Proactive and willing to take initiative during sessions
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#### Experience

- At least two-years' paid experience of working with young people within a targeted youth-work, education or community setting is desirable.
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#### Educational

- Relevant qualifications/experience will be considered.
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#### Special Requirements

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

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## Safeguarding

PYF puts safeguarding at the forefront of all its activities. The successful applicant will demonstrate their firm commitment to effective safeguarding practises and high professional standards around all safeguarding issues. An enhanced DBS check is required for this role.

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## Equal Opportunities

PYF are fully committed to the fair treatment of its staff and all users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

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