

## Skills Mentor

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<b>Department:</b>	Children, Young People, Education and Skills (CYPES)
<b>Section:</b>	Young People, Further Education, Higher Education and Skills
<b>Reports to:</b>	Skills Mentors Team Leader
<b>JE Ref:</b>	CYP1151
<b>Grade:</b> CS09	<b>JE Date:</b> 09/08/2023

### Job purpose

To provide guidance and support to individuals seeking to develop and enhance their skills in various areas. Mentor individuals of all ages in identifying their strengths and areas for improvement, designing personalised learning plans, and guiding them through the process of skill development.

### Job specific outcomes

1. **Conduct Skills Assessment:** Evaluate individuals' current skill levels and identify areas for improvement through assessments, interviews, and observation.
2. **Develop Individualised Learning Plans:** Collaborate with individuals to create personalised learning plans based on their goals, interests, and identified skill gaps.
3. **Provide Guidance and Support:** Serve as a mentor and guide to individuals throughout their skill development journey, offering advice, encouragement, and resources to help them achieve their goals.
4. **Deliver Skill-Building Sessions:** Conduct one-on-one or group mentoring sessions to coach and reinforce essential skills, utilising various instructional methods, tools, and resources.
5. **Monitor Progress and Evaluate Performance:** Track individuals' progress and provide ongoing feedback to ensure they are making measurable improvements. Adjust learning plans as needed.
6. **Facilitate Skill-Building Activities:** Organise workshops, seminars, or interactive activities to enhance individuals' skills, foster collaboration, and provide opportunities for practical application.
7. **Stay Updated on Industry Trends:** Keep abreast of current industry trends, emerging technologies, and best practices related to the skills being mentored. Incorporate relevant information into mentoring sessions and learning materials.

8. Collaborate with Stakeholders: Work closely with individuals, their supervisors or managers, and other relevant stakeholders to align skill development efforts with organizational goals and objectives.
9. Document and Maintain Records: Keep accurate records of individuals' progress, skill assessments, and mentoring sessions. Prepare reports as required to track the impact of the skills mentoring program

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

**<Delete the following statement if not applicable>**

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

### Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)

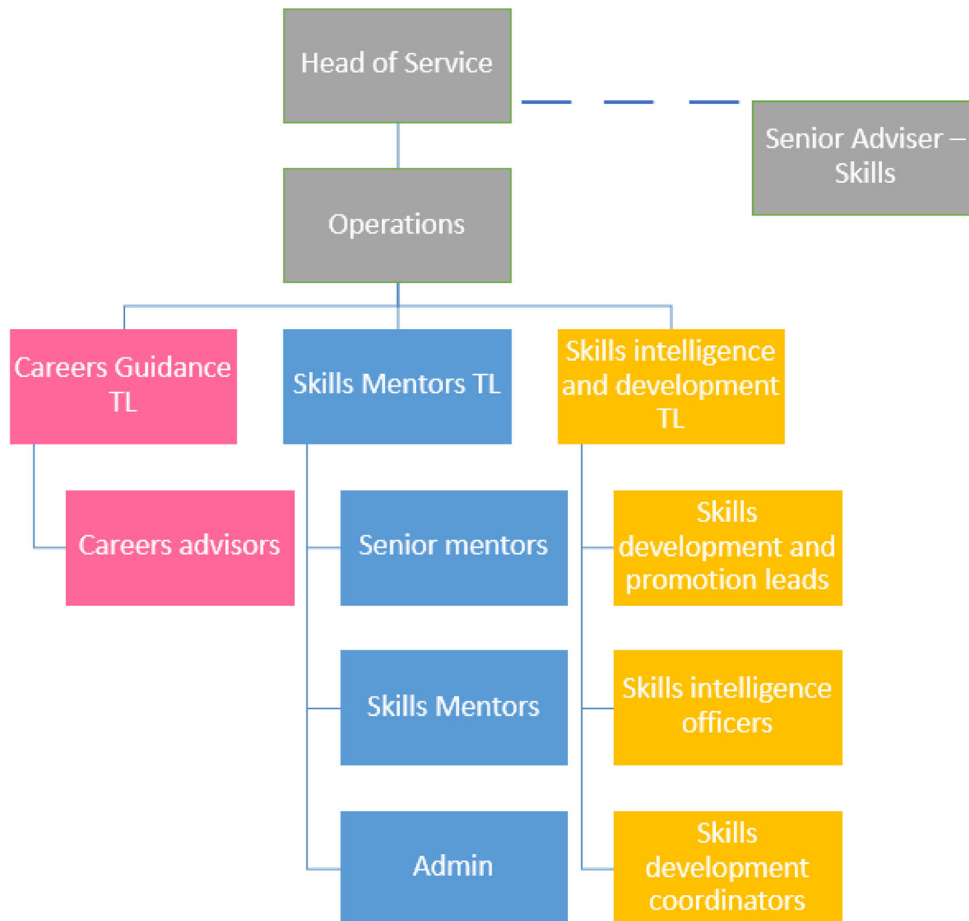
- List the primary service areas that are accountable to the role
- XX
- XX

### Organisational structure

## Government Departments



## Organisation chart



**Person Specification**

**Specific to the role**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Coaching, mentoring, counselling or related qualification to Level 5 minimum	
<b>Knowledge</b>	Working knowledge of coaching and mentoring models, techniques and practices  Working knowledge of relevant systems (e.g. Microsoft Office), equipment, processes and procedures including standard software packages, with limited use of non-standard software.	
<b>Technical / Work-based Skills</b>	Driving license  Strong communication skills required, to promote collaborative working within the teams.  Excellent time management skills.	
<b>General Skills/Attributes</b>	Excellent written and verbal communication	
<b>Experience</b>	Experience in mentoring people through self-development.	

**Personal Attributes**

Delete as appropriate:



Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.