

Senior Skills Mentor

Department:	Children, Young People, Education and Skills (CYPES)
Section:	Young People, Further Education, Higher Education and Skills
Reports to:	Skills Mentors Team Leader
JE Ref:	CYP1154
Grade: CS10	JE Date: 09/08/2023

Job purpose

To provide senior mentor support to a team of mentors providing careers and skills mentoring (referral/self-referral in)

As the senior mentor the post holder will also lead the destination tracking of young people aged 16+ and provide a triage service for young people at risk of becoming or currently Not in Education, Employment or Training (NEET).

Job specific outcomes

1. Oversee and manage the collation of training programme, employment opportunities and further education pathways open to young people not in education, employment or training.
2. Proactively maintain contact with post 16 educational establishments and other training providers to stay fully informed of all opportunities for young people not in employment, education or training.
3. Maintain an awareness of and build positive relationships with other teams to ensure a joined-up service is provided to the business.
4. Oversee and manage the collation and research of the destinations of young people post 16, including sensitive information.
5. Communication to all relevant internal and external stakeholders the results from destination tracking and triage service.
6. Support mentors in their roles by building strong relationships and coaching and developing them through regular reviews and 1-1's.
7. Develop mentors in groups through presenting progression training sessions containing complex information and enhance performance for continuous improvement.

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)

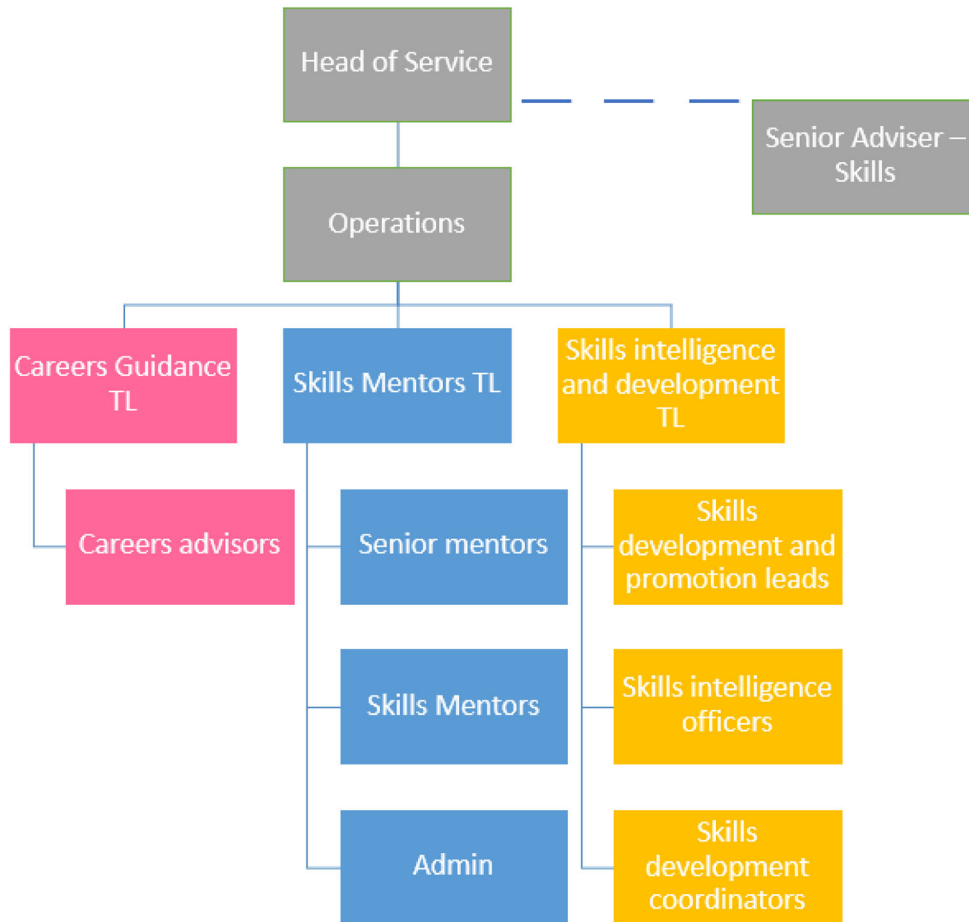
- List the primary service areas that are accountable to the role
- XX
- XX

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Coaching, mentoring, counselling or related qualification to Level 5 minimum AET or similar qualification	
Knowledge	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.	
Technical / Work-based Skills	Driving license Strong communication skills required, to promote collaborative working within the teams. Excellent time management skills.	
General Skills/Attributes	Excellent written and verbal communication	
Experience	Experience in developing staff Experienced in managing workloads and priorities	

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.