

Peer Mentoring Co-Ordinator

Department: Children, Young People, Education and Skills

Section: Children's Social Care

Reports to: Team Manager

JE Ref: CYP1327

Grade: CS9

JE Date: 25/11/2024

Job purpose

The Peer Mentoring Co-ordinator will supervise and manage Peer Mentors to provide an effective peer mentoring service to care experienced children and young people within Children's Services whilst also managing a small caseload as a Mentor.

Job specific outcomes

To lead Peer Mentoring and recruit, induct and train suitable Peer Mentors and manage their performance to deliver best practice for the service and young people.

Review and match Peer Mentors to specific children in care and young people open to the Children's Social Work teams or those allocated to Personal Advisors to foster relationships, build integration with young people and support their goals and aspirations.

Provide monthly supervision to Peer Mentors and keep a record of these supervisions as well as completing practice observations and Performance Management discussion feedback to ensure development of the Peer Mentors and the Peer Mentoring service.

Manage performance and attendance of Mentors, with support of Team Manager, reporting any issues and ensuring effectiveness of the Peer Mentoring service.

Manage and monitor staffing costs and expenses for the Peer Mentoring provision, ensuring that these are in line with the agreed budget set by the Team Manager and Head of Service.

Work with the Team Manager and Learning and Development Co-ordinator to ensure an effective training programme is provided for Peer Mentors that is in line with best practice procedures for Children's Services.

Work with responsible social work teams and other services in developing the Peer Mentoring provision to enhance the lives of care experienced children and young people in Jersey.

Ensure that safeguarding policies for both adults and children are followed as well as maintaining confidentiality across the Peer Mentoring service to protect young people.

Hold a small caseload (1-3 cases) of 1 – 1 mentoring to children in care and care experienced young people as a positive role model, providing time limited informal support, coaching and guidance to the children and young people as agreed with responsible Team Managers, for those children and young people.

Build relationships with children and young people using a strength based, and trauma informed approach in a flexible manner, i.e., home or community based, evenings and weekends and ensure the Peer Mentors have suitable support and supervision to enhance their practice.

Only attend court hearings, review meetings, police station and planning meetings as required with consent from the relevant person in a supportive support to the young people.

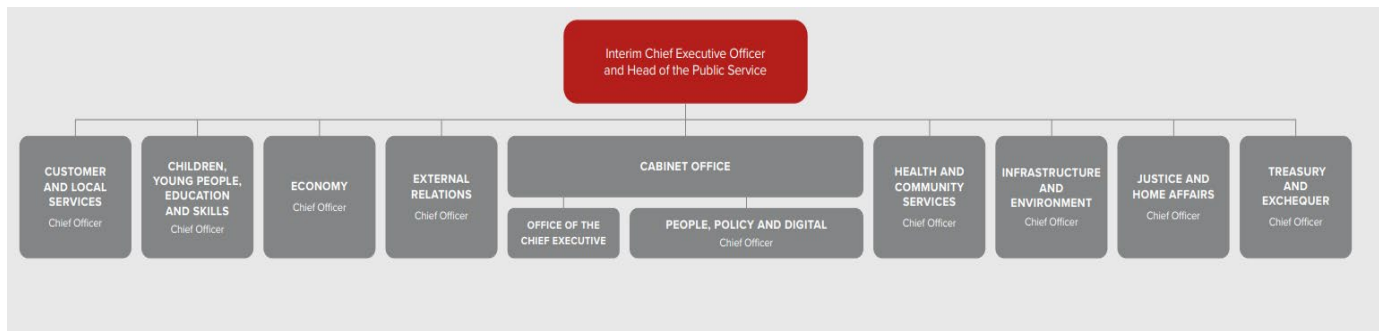
Attend and participate in learning and training, as required to ensure knowledge is in line with statutory requirements and best practice in the field of peer mentoring.

Participate in partnership working with other areas across Government such as Youth Service, Education, Probation and HCS to ensure the voice of the young person being supported is heard and decisions are made in the best interest of the individual.

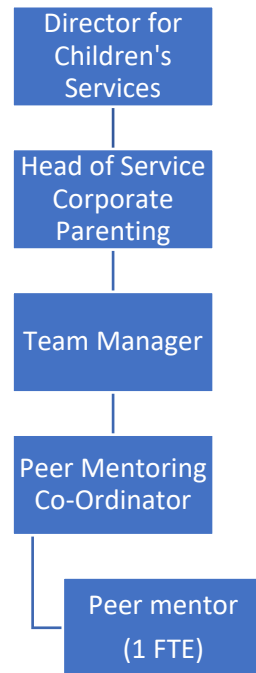
Statutory responsibilities

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

Organisational structure



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p> <p><i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>A Level 5 qualification, or equivalent, in a relevant discipline linked to supporting children and young people .</p>	
<p>Knowledge</p> <p><i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Understanding of the emotional, psychological, and practical issues often faced by care experienced young people.</p> <p>Knowledge of approaches to build resilience.</p> <p>Sound working knowledge of safeguarding for children and vulnerable adults.</p> <p>Understanding of performance and absence management or willingness to learn.</p> <p>Understanding of anti-discriminatory laws (i.e. race, sex, disability) in Jersey</p>	<p>Familiarity or experience with trauma-informed practice, strength based and relationship practice.</p> <p>Good understanding of the agencies that work with children in care / care leavers.</p> <p>Care lived are experience</p>
<p>Technical / Work-based Skills</p> <p><i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Able to communicate naturally and empathetically with young people.</p>	<p>Able to develop strong working relationships with key stakeholders across Government, education, and community settings.</p>

	<p>Good written and verbal communication skills.</p> <p>Good IT (Information Technology) literacy, particularly Microsoft Office.</p> <p>Strong time management.</p> <p>Ability to manage small financial budget for managing staff establishment and expenses</p> <p>Drivers licence</p>	
<p>General Skills/Attributes</p> <p><i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Commitment to improving the lives and opportunities of children in care and care leavers.</p> <p>Ability to listen to and understand what young people are trying to express.</p> <p>Good self-motivation, initiative and ability to work independently.</p> <p>Prepare to work flexibly, to meet the needs of both the service and young people who use the service.</p> <p>Understanding of the role of the Peer Mentors and the contributions they make as colleagues.</p> <p>Able to build rapport quickly and to earn respect and trust with a range of audiences.</p>	<p>High level of emotional intelligence, and ability to be non-judgmental and neutral (putting aside own views) when listening and consulting.</p>
<p>Experience</p> <p><i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of</i></p>	<p>IT knowledge to maintain accurate records</p>	<p>Understanding of working with individuals in crisis & the delivery of support & advice to enable & encourage them in their transition from adolescence to adulthood.</p>

<i>work if required by an external body (for example a period of post- qualification experience).</i>		Experience of supervising or managing people.
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Personal Attributes

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.