

**North East Collaborative Outreach Programme (NECOP)
Student Mentor Job Description and Person Specification**

POST TITLE:	Student Mentor
SALARY:	£7.80ph inclusive of holiday pay Ambassadors aged 25 and over would be paid £8.30ph
RESPONSIBLE TO:	NECOP Project Coordinator
JOB PURPOSE:	To provide small group and one to one mentoring support to young people in local schools to raise aspirations and support attainment.

Main Purpose

The North East Collaborative Outreach Programme (NECOP), a Higher Education Funding Council for England (HEFCE) funded project, aims to increase the number of young people from targeted wards entering higher education by 2020. The NECOP involves all colleges and universities in the North East Region working together to promote higher education opportunities. The Student Worker will deliver a structured student mentoring and engagement programme with a small number of students in a local school working approximately 5 hours per week during the period January 2018 – July 2018.

DUTIES AND RESPONSIBILITIES

1. Provide consistent, constructive mentoring support to young people in Year 9 – Year 11 in local schools in both small group and one to one settings. Interactions may take place face to face, or online using a secure online platform, or a mixture of both.
2. Under the direction of the NECOP Project Coordinator, provide focussed mentoring support aimed at raising aspirations and supporting attainment of students. Content for small group, one to one sessions and all materials will be provided.
3. Support young people in exploring their educational goals and options including the benefits of attending higher education.
4. Be a positive source of support for young people contributing to raising their confidence, self-esteem and aspirations.
5. Act as a responsible, positive role model to young people.
6. Be a positive advocator for the University, NECOP and for higher education in general.
7. Undertake available training at the university on Tuesday 12th and Wednesday 13th December 2017 to develop key skills in effectively engaging young people.
8. Complete and return any associated paperwork including evaluations and timesheets to the designated contact at the University as required.
9. To undertake other appropriate duties relevant to the post as required by the NECOP Project Coordinator.

Person Specification

Competency	Role Specification	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> Currently an undergraduate student at University of Sunderland Possess a Grade B or higher in English and/or Maths at GCSE or equivalent. Possess an A level or equivalent in English or Maths. 	✓	✓ ✓
Knowledge/ Experience	<ul style="list-style-type: none"> Ability to enthuse young people about progression to higher education. An awareness of the process of applying to higher education An awareness of issues relating to progression to higher education. Experience of working with young people 	✓ ✓	✓ ✓
IT Skills	<ul style="list-style-type: none"> Ability to use IT systems to research information relating to progression to higher education 	✓	
Communication/Int erpersonal Skills	<ul style="list-style-type: none"> Ability to communicate well with school/college pupils and staff (both verbally and written). Demonstrate a non-judgmental and empathetic approach. Ability to deal with confidential information and sensitive situations and adhere to safeguarding protocols. Ability to maintain a balance of communication with students that is both friendly, approachable and professional Be confident in dealing with young people and staff in schools. Ability to ask perceptive and thoughtful questions. 	✓ ✓ ✓ ✓ ✓	✓
Teamwork and Motivation	<ul style="list-style-type: none"> Ability to work flexibly and as part of a team 	✓	
Planning and Organisational Skills	<ul style="list-style-type: none"> Ability to plan and organise own workload effectively to meet specified deadlines 	✓	
	<ul style="list-style-type: none"> Able to use own initiative and work independently following training 	✓	
Special Requirements	<ul style="list-style-type: none"> Be available to work at least 5 hours per week during the period January 2018 – July 2018. Actual days and times will be agreed on an individual basis. 	✓	
	<ul style="list-style-type: none"> Willingness to attend a two day mandatory training programme at the university on Tuesday 12th and Wednesday 13th Decemeber for which a training allowance will be paid. 	✓	
	<ul style="list-style-type: none"> Willingness to attend two twilight follow up training sessions at the university for ongoing support with role for which a training allowance will be paid. 	✓	
	<ul style="list-style-type: none"> Willingness to apply for an enhanced disclosure from the Disclosures and Barring Service (the cost of your application will be met by the University). 	✓	
	<ul style="list-style-type: none"> Willingness to work occasional early evenings. 	✓	