

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

POST TITLE:	FutureMe Student Mentor
SALARY:	£8.63ph inclusive of holiday pay (Mentors aged 25 and over would be paid £9.20ph)
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), an Office for Students' (OfS) 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 FutureMe Student Mentor 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 2019/20 academic year. You must be available to attend a compulsory training session on 7th – 8th December 2019. An Assessment Centre will take place for shortlisted applicants 11th and 12 November 2019.

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.
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 7th December at the University of Sunderland, and 8th December at Durham University, as directed by the NECOP Project Coordinator 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 the University of Sunderland 	✓	
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/ Interpersonal 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 2019/20 academic year. 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 to be held at a central location in the region on a weekend for which a training allowance will be paid. Actual days and times to be confirmed 	✓	
	<ul style="list-style-type: none"> Willingness to attend a twilight follow up training session 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 	✓	
	<ul style="list-style-type: none"> Willingness to support with other FutureMe activities when required 		✓