

THE DIANA AWARD



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INFORMATION PACK

Mentoring Project Manager

WWW.DIANA-AWARD.ORG.UK



About Us

The Diana Award is a charity legacy to Diana, Princess of Wales' belief that young people have the power to change the world for the better.

Since 1999, over 47,000 young people have been recognised with a Diana Award for the outstanding difference they are making in their communities across the globe.

With the support of HRH Prince William and HRH Prince Harry, The Diana Award aims to inspire and recognise social action in young people by going beyond its original Awards programme with three additional youth led initiatives that emphasise a peer led approach.

Our Mission

Our mission is to foster, develop and inspire positive change in the lives of young people. We do this in three key ways:

- **Driving Change:** facilitating change through practical action with young people
- **Recognising Change:** rewarding positive change made by young people
- **Mobilising Change:** celebrating and supporting ongoing change in young people

Our Programmes

The Diana Award: awarding young people/ role models for selflessly creating and sustaining positive social change

Mentoring: building the resilience and character of young people by providing advice and guidance in decision making, active citizenship, life and career skills.

Inspire Series: supporting social mobility and furthering social action for young people.

Anti-Bullying: engaging young people to change the attitudes, behaviours and culture of bullying by building skills and confidence to address different situations, both online and offline.

Employment Details

JOB TITLE	Mentoring Project Manager
SALARY	Up to £28,000 per annum (depending on experience)
LOCATION	London, UK
CONTRACT TYPE	Full Time fixed term contract until July 2018
WORKING HOURS	37.5 hours p/w
START DATE	March/April 2017
APPLICATION DEADLINE	Sunday 19 th February at 23:59

How to apply

To apply please complete our online application form by **Sunday 19th February 2017 at 23:59**. Shortlisted candidates will be invited to interview at our London office on **Tuesday 28th February 2017**

Unfortunately, we are unable to give feedback to applicants not shortlisted for interviews.

If you have any questions please get in touch with Becky at The Diana Award on becky.andrew@diana-award.org.uk or call 0207 628 7499 ex. 208

CLICK HERE TO APPLY

Before you begin the application form it is recommended that you have the following information ready:

1. A copy of your CV which you will be asked to upload to our system
2. Personal Statement (max 1500 words) where you should demonstrate how your experience, skills, knowledge and qualities meet the Job Description and Person Specification criteria listed. It is highly recommended that you write this in a word document **first** and then copy it into the application form.

Role Summary

To support the Head of The Diana Award Mentoring Campaign in running all strands of The Diana Award Mentoring Campaign and assist in the training elements of all The Diana Award youth programmes. This role has a particular focus on engaging and supporting hard to reach young people who are sometimes facing numerous barriers and/or disadvantage. This is done by facilitating participation opportunities that empower these young people to develop their confidence, motivation and communication skills to allow them to progress into further education, training or employment.

Job Description

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by employees in this role. It is not exhaustive and staff may be required to undertake other reasonable duties commensurate with the role as requested by the line manager.

Project Management

- Managing the outreach strategy and recruitment of teachers, schools and young people for The Mentoring Programme in agreed regions of the UK
- Line manage Birmingham Project Coordinator and assist Head of Mentoring in overseeing the regional strategy and agreed KPIs for Birmingham
- Managing relationships with the host schools and teachers involved in The Mentoring Programme
- Working towards targets and reporting on progress against targets on a monthly basis, providing evidence of targets achieved
- Attend partner meetings, presentations and conferences
- Assist the Head in producing programme reports and capturing data when required
- Assisting with disseminating programme information, key messaging and communications across The Diana Award social media channels and alumni databases
- Hosting exhibition stands at educational conferences on behalf of The Diana Award when required
- Expand The Mentoring Programme in line with operational goals and strategy, and any other projects associated with the growth of the campaign
- Support the Head in quality, monitoring and evaluation of all regional trainers in line with agreed strategy
- Oversee all London Mentoring activity, including managing stakeholder relationships and training volunteers
- Lead on additional campaign projects in conjunction with the Head of Mentoring Campaign

Youth Facilitation & Training

- Support the scale up of social action opportunities to schools and young people across the UK
- Assist in the recruitment, training and support of both youth and adult mentors
- Lead training sessions under The Mentoring Programme
- Act as a positive role model to disaffected young people
- Support young people to enter into further education, training and employment
- To advocate on behalf of young people where necessary with various agencies and community groups
- Facilitate one-to-one support and group activities working towards positive outcomes for young people
- Facilitate opportunities for young people to re-engage with learning
- Facilitate young people's access to a range of work experience placements, and training providing taster sessions in order to develop vocational skills
- Using data and reporting to devise and implement personal action plans for young people involved in The Mentoring Programmes
- Assist in the development of resources and materials for young people by using innovation and the sharing of best practice across departments
- Assist in the development of workshops and training sessions that are interactive and engaging aimed at raising achievement for young people particularly those identified as at risk
- Assisting young people in creating and implementing social action projects on issues that they are passionate about in their local communities, over the timescale of an academic year
- Curriculum development and resource creation for all strands of The Mentoring Programmes and social action opportunities across the organisations training programmes

Person Specification

<p>EXPERIENCE/K KNOWLEDGE</p>	<ul style="list-style-type: none"> • Experience of the youth social action sector within the UK, in particular the UK youth mentoring landscape and knowledge of current provision • Successful track record in developing and maintaining a performance and accountability culture that measures and beats its KPIs • Demonstrable track record of ability to provide strong leadership of a diverse team and organisation and the ability to build good relations, quickly establish credibility and carry the confidence of different stakeholders. • Experience of recruiting and managing volunteers, leading training to ensure adults are well equipped to work with young people, including robust knowledge of child protection • Proven experience of running effective campaigns with tangible, demonstrable outcomes. • Effective high level contact with significant external stakeholders. • Demonstrated success in new programme development and in winning new business and developing and maintaining client relationships • Demonstrable expertise in terms of knowledge and experience of youth engagement work, mentoring, and working with young people who are vulnerable or at risk • A proven track record of effectiveness in leading teams, including setting aims and objectives and influencing others to achieve those aims • Excellent project management skills, with the ability to adapt and solve problems quickly • Ability to demonstrate a history of effective partnership work with other organisations, sub-regional agencies and local authorities, building and maintaining networks and maintaining relationships • Experience of writing reports and summaries • Experience of organising and prioritising a demanding workload, to meet deadlines • Experience of organising large scale training events aimed at a variety of audiences
<p>SKILLS</p>	<ul style="list-style-type: none"> • Excellent IT skills including Microsoft Office software • Excellent communication skills with the ability to communicate clearly and succinctly, both orally and in writing, including online communication. • Ability to negotiate, persuade and explain to diverse stakeholders and potential partners and funders • A team-player, able to work in support of other teams and bring together colleagues from different departments • Ability to set and work towards ambitious long-term and short-term targets • Self-motivated and able to work well both as an individual and as part of a team • Energetic, flexible, willingness to work outside of 'normal' office hours and to travel throughout the UK • An ability to keep up to date with changes in the UK education system and national curriculum
<p>PERSONAL ATTRIBUTES</p>	<ul style="list-style-type: none"> • Commitment to and ability to inspire commitment to The Diana Award's vision, values and mission • Personal integrity and credibility • A 'can do' attitude • Commitment to self-development • Commitment to keeping up to date with key trends/developments in the sector • Good judgment • Driven to achieve great results • Ability to work well under pressure • Energetic, flexible, willingness to work outside of 'normal' office hours