



Role Specification

Position:	Employment & Skills Mentor
Reports to:	Employment & Skills Lead
Key Relationships:	Directors & ETF Group Staff DWP, Jobcentre Plus, Referral and Support Agencies, Colleges, Local Community Businesses and Organisations
Annual Leave:	28 days inclusive of statutory bank holidays
Place of Work:	Newton Abbot/Torquay - also required to work at other sites <i>(Must have a valid driving licence, car available, business use insurance for any business- related travel)</i>
Contract:	Adult Skills – Digital Skills/ Self Employment
Salary Band:	£18,000 to £24,000
Hours:	37.5 per week and may include work during evenings, weekends and bank holidays

This role is subject to an enhanced DBS check with a 6-month probationary period.

Overview:

Eat That Frog (ETF) is a community interest company launched in 2011 with delivery centres in Torquay, Paignton, Newton Abbot, Plymouth, Salisbury and Trowbridge. Our mission is to enable people to unlock or recognise their potential to contribute to the local community whilst overcoming or managing barriers in their life. Community is at the heart of everything we do, supporting people living in areas of multiple deprivation. We link our learning programmes to activities and projects that benefit a wide range of people, from healthy eating cookery sessions with Primary Schools to an Over 50's lunch club – and much more!

We are currently looking for an employment and skills mentor to deliver digital skills and self-employment learning programmes across Torbay and local areas. As a mentor you will plan and deliver learning programmes to small groups of adults to enable them to build their confidence and develop their knowledge and skills in using computers, mobile devices, software and digital media. You will also offer learners the opportunity to explore self-employment opportunities with a focus on digital marketing and social media platforms.

Key Objectives:

1. Engage and deliver a set programme to learners aged 19+
2. Plan, deliver and evaluate programmes of delivery
3. Support learners to progress to further learning and work
4. Support Employer's recruitment needs
5. Ensure quality and audit requirements are met

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Responsibilities:

- Provide careers and employability support and information, advice and guidance to learners
- Identify the learning needs of participants and define appropriate learning styles to support their success and inform their Individual Learning Plan
- Deliver high quality differentiated learning that meets learner needs and maximises achievement rates
- Undertake mentoring and coaching to enable learners to progress and achieve their personal and career goals and achievement of qualifications
- Support, develop and evaluate the design of new teaching and learning resources to meet learner and curriculum needs
- Mark and assess learner results, provide support and feedback to learners
- Evaluate delivery and meet requirements of funding/quality bodies (Ofsted, Matrix)
- Maintaining sound relationships with partner community organisations
- Support ETF marketing and promote services to prospective learners and stakeholders
- Supporting the Internal Quality Assurance (IQA) across all delivery programmes
- Compliance with audit and awarding body regulations and standards
- Plan workload and update calendar in a timely fashion
- Participate in team meetings and standardisation meetings
- Undertake appropriate learning and development activities as required for the role and maintain a record of all CPD
- Ensure all work is undertaken in accordance with health and safety rules and policies, generating and reviewing risk assessments

General

- Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection, Safeguarding, Prevent and the promotion of Equal Opportunities at all times
- Travel as required for business to support other ETF establishments, community-based delivery and to meet wider business needs
- Maintain and promote workplace as a clean and healthy environment

Safeguarding

ETF is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.

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Person Specification	Essential	Desirable
Qualifications		
Certificate in education Level 4/PGCE (within 3 years be working towards achieving QTLS) or equivalent		✓
Assessors Award or equivalent (or willing to undertake)	✓	
Award in education and training Level 3 or equivalent		✓
IAG Level 4/counselling diploma or similar		✓
GCSE in Maths and English (Grade c or above) or equivalent	✓	
First Aid at Work		✓
Skills & Experience		
Experience in delivery of IAG	✓	
Experience in delivery of qualifications	✓	
Experience in delivery of digital skills	✓	
Experience in delivery of employability skills		✓
Experience in delivery of self employment		✓
Experience of working to company policies	✓	
Experience of supporting Maths & English	✓	
Ability to maintain accurate records and administration	✓	
Excellent presentation and communication skills	✓	
Excellent time management	✓	
Excellent ICT skills, particularly MS Office	✓	
Ability to travel for work as required	✓	
Ability to inspire and motivate people	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
Personal & Work related attributes		
Creative/Imaginative thinker	✓	
Demonstrate positive behaviours at all times	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate a good level of spoken English	✓	
Work calmly under pressure	✓	
“Can-do” self motivated attitude	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	