

THE DIANA AWARD



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INFORMATION PACK

Mentoring Youth Facilitator
Location: Sheffield City Region

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

POSITION	Youth Facilitator (The Mentoring Programme)
SALARY	£20,000 per annum (pro rata)
LOCATION	Sheffield City Region This position is home-based with extensive travel across Sheffield City Region, as well as occasional trips to The Diana Award Head Office in London and Sheffield City Centre, as required.
CONTRACT TYPE	Part Time Fixed term contract until July 2018
WORKING HOURS	16 – 18 hours per week Please note that the majority of these hours will be concentrated to after school and term time.
START DATE	ASAP
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 in w/c **27th February 2017** in Sheffield. 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.



About the Role

The Diana Award Mentoring Campaign highlights the significant role of mentoring as a key contributor for social mobility in the lives of hard to reach young people. Mentors have a significant role to play in shaping the lives of others, especially the most vulnerable and our ambition is to make high-quality programmes accessible to all.

The campaign also aims to

- Revolutionize the 'mentor' conversation and;
- Break the stereotypical view of who a mentor can be; reinforcing that anyone can give back as a mentor regardless of age or demographic;
- Celebrate the positive effect mentoring the lives of young people.

This role will help support the regional role out of The Mentoring Programme, the Campaign's biggest Programme, to work with disengaged young people and volunteer mentors from the world of work across Sheffield City Region. This role will also assist The Diana Award Mentoring Campaign's wider objectives and assist in the training elements of The Mentoring programme.

This role has a particular focus on facilitating mentoring sessions and participation opportunities that empower hard to reach young people to develop their confidence, motivation and communication skills, to allow them to navigate career choices, social action opportunities and 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.

Youth Facilitation & Training

- Support the scale up of social action opportunities to schools and young people across Sheffield City Region
- Assist in the recruitment, training and support of both youth and adult mentors
- Lead on running all training sessions under the 6-month Mentoring Programme in schools
- Act as a positive role model to disaffected young people
- Support young people to navigate career routes and 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
- Collecting data from young people, volunteers and schools to ensure programme outcomes are tracked efficiently
- Use 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
- Assist 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
- Provide feedback from youth work to inform curriculum development and resource creation for The Mentoring Programme and social action opportunities across the organisations training programmes

Project Coordination

- Assist Programme Coordinator in recruitment of teachers, schools and young people for The Mentoring Programme across Greater Birmingham and Solihull when required
- Maintain excellent working relationships with the host schools and teachers involved in The Mentoring Programme
- Work towards targets and reporting on progress against targets on a monthly basis, providing evidence of targets achieved
- Occasionally attend partner meetings, presentations and conferences if required
- Assist the Programme Coordinator in producing programme reports and capturing data
- Support on the expansion of The Mentoring Programme in line with operational goals and strategy, and any other projects associated with the growth of the campaign
- Support in quality, monitoring and evaluation of The Mentoring Programme in schools in line with agreed strategy
- Assist in additional campaign projects when required

Person Specification

SKILLS	<ul style="list-style-type: none"> • Excellent oral or written communication skills with ability to communicate effectively at all levels • Ability to work as part of a team and on own initiative • Strong organisational and planning skills • Excellent time management • Proficient at using Information Technology including Windows, Microsoft Office, email and the Internet • Ability to communicate using technology and develop high quality presentations to aid in delivery • Accuracy and attention to detail • Able to prioritise own workload and deal with competing demands
EXPERIENCE/K KNOWLEDGE	<ul style="list-style-type: none"> • Proven experience of developing and facilitating training for large groups of young people and adults • Experience of working with challenging young people in either a detached or mainstream youth work setting, supporting their personal and social development • Knowledge of the youth social action sector within the UK and experience of youth mentoring • The ability to research, create and innovate to ensure programme content and materials meet the needs of young people within the UK and address current issues in society that are important to young people • The ability to research local areas and seek out various opportunities for young people that provide avenues for personal and social development • An understanding of the needs of socially excluded young people, skills to communicate effectively with them and the ability to motivate and engage them positively. Including knowledge of a variety of educational techniques to encourage participation of hard to reach young people in activities • An understanding of the UK education system and national curriculum
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Commitment to The Diana Award's vision, values and mission • Personal integrity and credibility • A 'can do' attitude • Commitment to self-development • Good judgment • Ability to work well under pressure • Energetic, flexible and ability to travel across Sheffield City Region to run Mentoring Sessions.