



## **Just42 Youth and Children's Work Charity**

### **Job Description**

<b>Job Title:</b>	Compass Mentoring & Schools Work Coordinator
<b>Responsible to:</b>	Charity Manager
<b>Work base:</b>	Just42 office

Just42 aims to facilitate all aspects of children and young people's development in their local community within a clearly Christian ethos; and enable them to encounter through experience God's unconditional love.

#### **Just42 Mission Statement**

To deliver innovative, high quality and professional youth and children's work and to facilitate the social, emotional, physical and spiritual development of young people and children.

#### **Just42 Vision**

To make a positive impact on the lives of young people in rural Suffolk.

#### **Post objectives**

To plan, run and evaluate Compass Mentoring & Schools Work at Kesgrave High School, working alongside the Compass Mentoring & Schools Work Coordinator for Farlingaye High School.

To work collaboratively within the Just42 team to support all the work of the charity.

To help fulfil the aims and objectives of Just42, as described in our strategic review document.

To ensure the efficient operation of the projects according to company policies and procedures, to uphold Just42's commitment to safeguarding and promoting the welfare of children and young people.

#### **Main Responsibilities**

##### **Compass Mentoring**

1. To coordinate the one to one mentoring programme, Compass Mentoring (CM) at Kesgrave High School and to work collaboratively with our CM Coordinator at Farlingaye to continually keep the project up to date.
2. To be a regular mentor yourself so that you can test the suitability and ongoing relevance of the programme.
3. To oversee the recruitment of mentors and to deliver their initial CM training in line with Company recruitment policies, ensuring all mentors have a Disclosure & Barring Scheme (DBS) check before completing the recruitment process.
4. To coordinate the referral process, being the contact for the person that suggested Compass Mentoring to the young person, and, when relevant, liaising between the mentee, school contact, and Suffolk County Council Children and Young People's services.

5. To make the initial assessment of the mentee in order to appoint a suitable mentor.
6. Together with the existing Compass Mentoring Coordinator oversee the work of mentors and provide guidance during the mentoring period. To offer post session feedback and support for mentors and termly training evenings.
7. Provide all necessary documentation and resources for mentors, time will be given to research current thinking in youth work and mentoring.
8. To ensure that all documentation is secure whilst not in use by mentors/mentees, in accordance with the Data Protection Act 2018.
9. Provide up to date data on the work in progress and to monitor and continue to review.
10. To ensure that all mentoring and coordination is delivered in accordance with the Company's safeguarding policies.
11. To prepare reports as required for stakeholders and funders.
12. To work together with the existing coordinator to make sure that the project runs smoothly in both schools and also that full support is given to all our volunteer mentors, this will mean covering for each other when on holiday or away from work for any reason.

### **Schools work**

13. To deliver an agreed programme of work in Kesgrave High School – this will include setting up a new Christian Union club and a babysitting course.
14. To monitor, evaluate and review the effectiveness of the work.
15. To report through the Charity Manager to the trustees, providing regular written reports as required.
16. Maintain professional working relationships with volunteers, session workers and school staff.
17. To play a full part in the Just42 team, attending staff meetings as required.
18. To be involved in other areas of work as agreed with the Charity Manager.
19. To be a positive Christian role model.
20. Take opportunities to champion the work of Just42.

### **Line management, Professional and Personal Development**

To attend a termly line management meeting with the Charity Manager.

To attend training as required by the Trustees and maintain professional competence.

To access appropriate non-managerial, pastoral and spiritual support.