



XLM MENTORING MANAGER **NORTH LONDON (CAMDEN AND ISLINGTON)**

XLP operates youth work projects in schools and estate communities across 9 inner-city boroughs. Over the past 8 years XLP has run a Nationally recognised Mentoring Programme. The XL-Mentoring projects run in five inner London boroughs, Southwark, Lewisham, Newham, Greenwich and Tower Hamlets, and we are expanding into Camden with this new role. These projects target at risk young people between 11 and 18 who are on the verge of exclusion or excluded from school and/or at risk of involvement or already involved in gangs, crime and anti-social behaviour. The aim is to support these young people and help them see alternatives to what can sometimes seem a hopeless situation.

The role includes responsibility for recruitment, training, monitoring and supervision of mentors sourced from the local community, who commit to provide 1-2 hours face-to-face per week and text communication for a minimum of 12 months with their allocated mentee. In addition, to recruiting, assessing, matching, monitoring and supervising the young people being mentored. The role reports directly to Mentoring Programme Manager who is part of the charity's Senior Management Team. This new role is a partnership between XLP and Lighthouse London Community Trust, Camden.

XLM MENTORING MANAGER

NORTH LONDON

Key Objectives

- Demonstrate a passion and enthusiasm for the charity's vision
- Develop excellent working relationships with other Youth Work Managers and Senior Youth Workers within XLP in your area, in order to identify young people appropriate for the mentoring program
- To play an active and engaged part in the XLP North Quadrant (Camden & Islington) team
- Manage 25 active 1:1 mentee/mentor relationships at any one time.
- To deliver group mentoring sessions to 24 young people each year
- To organise and deliver safe and effective 1:1 and group mentoring to vulnerable young people – including those on the verge of exclusion (or excluded) and/or at risk of involvement/involved in anti-social behaviour, gangs and/or criminality
- To manage, motivate and empower a team of 25 mentors to achieve agreed goals aimed at delivering the vision
- Develop and manage the relationships with key stakeholders such as schools, parents/carers, pupil referral units, youth organisations, Social Services, YOT, CAMHS and local police



VALUES

Our Mission

XLP is creating positive futures for young people living in the inner city and making a serious and sustainable impact on poverty and educational failure.



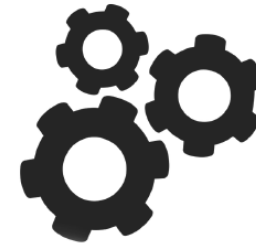
XLP puts **young people** first



XLP believes in working for the **long-term**



XLP strives for **excellence**



XLP **works together** well



XLP is rooted in **Christ**



These are the values we live by internally, building us up as an effective community.

We are a Christian charity and are “faith based, but not faith biased”. We work with young people of all faiths and none.

Candidates are required to support, uphold and sustain these values.

As a staff team we are committed to growing in diversity and inclusion and we seek to represent the communities in which we serve. We welcome applications from all backgrounds, ethnicities and genders.

KEY TASKS

Recruiting Beneficiaries

- Consult with schools and community stakeholders to identify and evaluate the potential young beneficiaries for 1:1 mentoring
- Discuss and introduce the project to the potential beneficiaries through home visits/face to face meetings
- Liaise with families/parents/guardians on 1:1 mentoring to further inform them about the project and secure approval for participation through home visitation
- Conduct home visits to assess young person's needs and appropriateness for the programme
- Liaise with schools on the need for group mentoring and to agree the parameters and objectives for these groups

Recruitment and Training of Volunteer Mentors

- Identify and evaluate potential local community volunteer mentors and conduct thorough interviews;
- To raise the programme profile in order to recruit new volunteers
- Deliver Mentoring training sessions for mentors covering such topics as: Mentoring relationship boundaries and values, confidentiality, anti-discrimination, personal safety and safeguarding
- Conduct a careful matching process of young beneficiaries and mentors
- Work with Lighthouse Church and other community organisations to encourage volunteer mentors

Residential Weekends/Day Trips

- Plan, organise and manage the annual residential weekend away. In addition, to organise day trip activities in partnership with other XL mentor managers

KEY TASKS

Supervision and Support

- As a young person and/or mentor comes to the end of their time with the project, agree a suitable exit strategy well in advance
- Ensure that agreed post-end-of-project objectives and actions are agreed with mentors and the young person
- Ensure that all performance data is captured and analysed upon exit including learning points and findings

Quality, Risk and Performance Management and Reporting

- Ensure that agreed practices, protocols and procedures are followed particularly relating to child protection
- Undertake risk and issue management to ensure that potential problems are mitigated prior to them arising, and any issues that do arise are handled appropriately
- Undertake quality and performance management to ensure that the experience for the young person is good, that monitoring records are maintained accurately and that progress towards the desired outcomes is evidenced
- Report on the required aspects of the project to XLP senior management and funders – especially maintaining good links with Lighthouse London Community Trust

Financial Management

- Ensure that the project operates within budget and that financial procedures are followed
- Keep budget tracker up to date

Exit Management

- Provide ongoing supervisory support, training and guidance for the mentors throughout the project
- Ensure that all monitoring records are accurately maintained
- Hold bi-monthly scheduled reviews with mentors to assess progress and advise
- Ensure good learning points are shared across the mentor community

PERSON SPECIFICATION

The successful candidate will be passionate about creating positive futures for young people and will possess the necessary skills to deliver this unique and innovative project

It is **essential** the successful candidate will:

- Be a strong people, project and caseload manager
- Have strong leadership qualities with a passion for growing and enabling others, and the resilience and strength to persevere and go the extra mile
- Experience of working with volunteers, and significant experience of working with at risk young people through schools, community or social work

Other **desirable** skills and experience for the successful candidate:

- Have been working with children and young people for at least 10 years
- Have an extensive track record of mentoring and/or counselling projects
- A strong network of relevant contacts

This role is a partnership with Lighthouse London Community Trust www.lighthouselondon.org and it is expected that you would attend meetings and communicate with the church on a regular basis.

We are committed to providing ongoing training and support including clinical supervision for all our staff in order for them to develop and thrive in their roles.

All XLP staff and volunteers have enhanced DBS disclosures and work within strict child protection guidelines.



Terms of Employment

This is a full-time role, normal working hours with some evenings and weekends as required.

Contract: Permanent

Salary: £27,000 - £29,000

How to Apply

You can apply for the role using the online application form at www.xlp.org.uk/jobs

Applications should be completed by Midday (12pm) on Friday 29th January

Interviews will take place during the week of the 1st of February, with second round interviews the following week

If you have any questions about the role, please contact us at jobs@xlp.org.uk