



JOB DESCRIPTION

Moving On Coach Mentor (female)

(full and part-time posts available)

£22,430 inc. L/W (pro rata)

Purpose of the post

To assist Pecan in its goal of becoming as effective and efficient as possible in realizing the vision of 'Transforming Lives, Transforming Communities', by mentoring on Moving On, a project designed to support young women aged 15-17 both within and coming out of prison, and help them integrate into society in constructive ways.

This project and post are funded by The Big Lottery.

Reporting to: Moving On Project Manager

Main Responsibility

Engage, mentor, support and motivate a caseload of clients both within and recently released from prison, in their personal development and positive integration into society.

- 1. Clients**
 - 1.1. Complete in-depth assessments to identify beneficiaries' needs and negotiate individual development plans
 - 1.2. Develop and implement engagement strategies to secure the participation of the target beneficiaries in the project
 - 1.3. Collaborate with beneficiaries to develop appropriate programmes and services to meet their identified needs
 - 1.4. Deliver 1-2-1 and small group activities and support
 - 1.5. Provide 1-2-1 counselling/advocacy
 - 1.6. Help clients engage with other services where their needs go beyond the scope of Pecan's services
 - 1.7. Monitor and evaluate the progress of beneficiaries
 - 1.8. Take responsibility for all aspects of safeguarding for the clients, volunteers and yourself, paying particular attention to holding appropriate boundaries
 - 1.9. Help ensure that clients, volunteers and mentors have a healthy and safe working environment.

Funded by



2. **Managers, team and volunteers**
 - 2.1. Work closely with the project manager, lead coach mentor, fellow coach mentors and volunteers to ensure the best service delivery for clients
 - 2.2. Report to the project manager and/or lead coach mentor on progress on a monthly basis
 - 2.3. Participate in staff reviews of the project's activities on a bi-weekly basis
 - 2.4. Supervise volunteers and contribute to their personal development

3. **Partners**
 - 3.1. Develop friendly and helpful relationships with partners and other service providers

4. **Administration**
 - 4.1. Keep up to date with paper and electronic records, as well as inputting regularly to the online support portal
 - 4.2. Ensure expenses forms are completed and submitted in a timely fashion
 - 4.3. Contribute to the monitoring and evaluation of the project
 - 4.4. Contribute to the dissemination of the project's outcomes
 - 4.5. Contribute to the marketing and promotion of the project
 - 4.6. Ensure all records are kept in accordance with data protection procedures

Wider Organisational Responsibilities

1. Pray regularly for the work of Moving On, both individually and with your colleagues.
2. Attend the Pecan team meeting when required, taking an active part in prayer and worship.
3. Read the staff handbook, adhering to all policies and procedures, which convey our Christian focus in all areas of work life.
4. Perform all the duties required by the post in line with Pecan's ethos and values statement, its commitment to a policy of equal opportunity and its aim of serving the community in a caring and practical manner.
5. Undertake other tasks as agreed by the project manager or Executive Director
6. In agreement with your line manager pursue a personal programme of learning and development in order to enhance skills and performance.

Personal circumstances

1. You will need to be able to work some evenings and weekends. The post holder will need to arrange their time to most appropriately support the development of individual clients.

2. This post will require an Enhanced CRB check and Prison clearance authorisation to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.
3. Due to the nature and sensitivity of the projects client group, it is an occupational requirement under the [Equality Act 2010, Part 1, Schedule 9](#) for the post holder to be female.



PERSON SPECIFICATION
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Knowledge, Skills and Experience	
<p>Essential</p> <ul style="list-style-type: none"> • Excellent interpersonal skills including ability to sensitively manage issues arising with clients • Ability to hold appropriate boundaries with clients and to encourage them to keep to their commitments • Ability to communicate and motivate both verbally and in written media • Ability to competently use a range of ICT packages • Ability to work under pressure and meet deadlines, with good attention to detail • Ability to work unsupervised and to be self-motivated 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience of delivering training, information, advice and guidance or other supportive services • Experience within the prison system either as a former inmate, visitor or officer • A L3 qualification in mentoring or counselling, or a willingness to undertake training in these areas • Experience of managing volunteers • Knowledge and understanding of prison and/or probation services • Experience of working with disadvantaged groups • Broad experience of dealing with people from a range of backgrounds and cultures. • Understanding and experience of a range of Christian traditions and denominations and ability to relate well to all. • Knowledge of voluntary organisations
<p>Personal Qualities</p> <ol style="list-style-type: none"> 1. Commitment to the goals, values, and vision of Pecan, including a belief in the importance of all people of different backgrounds working together and respecting and valuing each other's contributions 2. Someone who is able to sign the Churches Together Basis of Faith, and can demonstrate commitment to Christians and churches working together 3. An ability to work well in a team 4. A desire to encourage people to realise and attain their full potential in life 5. Very encouraging and with a strong positive attitude 6. Mature, flexible and sensitive with an ability to adapt to changing needs of our clients and to encourage staff 7. Self-confident & self-motivating 8. It is an occupational requirement under the Equality Act 2010, Part 1, Schedule 9 for the post holder to be female 	