



Youth Employability Mentor

JOB INFORMATION PACK



FOUNDATION
THE CLUB'S OFFICIAL CHARITY

We are recruiting for a

Youth Employability Mentor

We're excited to recruit a Youth Employability Mentor to join our Youth Hub team.

The purpose of the role is to deliver a wide range of employability provisions to promote pathways for young people into employment, education or training in partnership with the Department for Work & Pensions (DWP).

In this role you will need to have an outgoing attitude and be able to use your initiative to effectively carry out your duties.

Be target driven and proactive in achieving outcomes and be open to new ways of working to meet the needs of young people across the county.

If you're interested in this role, please don't hesitate to make contact with team.

Contract Type: 12 Month Fixed (With the view to extend)

Starting Salary: £28,000

Hours: 37.5 hours per week

Core hours Monday to Friday between 08:30-17:00 (with flexibility to cover occasional evening & weekend where required).



Key responsibilities:

- Effective timetabling and time management
- Develop and indepth knowledge of the local labour market and employment opportunities to share with participants
- Build positive relationships with participants to encourage them to gain employment or access further training or education.
- Support young people with complex needs and be inclusive in our approach to support young people into employment, education & training.
- Review KPI's regularly to ensure project milestones are met and recorded accurately on our in-house CRM.
- Support participants in completing qualifications and training throughout the youth hub journey.
- Organise and develop skills sessions for young people
- Carry out any additional duties as reasonably requested by the SMT

Programme Structure:

Youth Hub Programme:

- Daily one to one appointments with participants.
- Organising monthly skills days for participants to attend and develop new skills.
- Refer young people into training or education with local training and education providers.
- Work Experience: Support and mentor young people into work related activity.
- Engage with job centres and run regular engagement activities.

We are recruiting for a Youth Inclusion Mentor

We're excited to recruit a Youth Inclusion Mentor to join our Youth Hub team.

The purpose of the role is to deliver a wide range of employability provisions to promote pathways for young people into employment.

Specifically working with participants with complex needs to remove any barriers accessing the workplace. In this role you will need to have an outgoing attitude and be able to use your initiative to effectively carry out your duties.

Be target driven and proactive in achieving outcomes and be open to new ways of working to meet the needs of young people across the county.

If you're interested in this role, please don't hesitate to make contact with team.

Contract Type: 12 Month Fixed (With the view to extend)

Starting Salary: £28,000

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EXPERIENCE / SKILLS / QUALITIES

ESSENTIAL

DESIRABLE

Experience of working within the employability, skills or education environments

X

Knowledge of the employability landscape including benefit system.

X

A passion for working with young people and those seeking work, education or training opportunities.

X

Ability to design and implement engaging and inspiring activities for participants.

X

Self-driven individual who isn't afraid to take a lead on projects and sessions.

X

Willingness to work un-socialable hours, including evenings, weekends.

X

Excellent organisational skills with an ability to meet deadlines.

X

Proven track record in hitting KPI's.

X

A commitment to Equality, Diversity & Inclusion.

X

Experience of delivering activities with Safeguarding provisions for children & vulnerable adults.

X

Clean UK driving license and access to own transport.

X

Benefits

General benefits

- Holiday Entitlement - 25 days plus 8 bank holidays
- Free on site parking
- Workforce development package
- Complimentary match day ticket

Employee pensions

All colleagues will be able to access the pension scheme at the Foundation (eligibility criteria applies):

5% from the employee

3% from the employer

Life Assurance

- Three times your basic salary.

*Restrictions and eligibility criteria apply.

Eye tests

- Free eye test
- Discounted and eligibility criteria apply

*Restrictions and eligibility criteria apply.



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Next steps

How to apply:

Please submit a covering letter with your CV, outlining how your skills and experience meet the essential and desirable requirements of the role to:

careers@foundationstfc.co.uk

*Any enquiries can be sent to the same email address

We also welcome expressions of interest should you wish to discuss details of the role with the Education & Employability Manager.

Closing date for applicants: Friday, 7th February 2025

SAFEGUARDING STATEMENT

SHREWSBURY TOWN FC FOUNDATION IS COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND ADULTS AT RISK AND REQUIRE ALL EMPLOYEES TO SHARE THIS COMMITMENT AND PROMOTE THE WELFARE OF THESE GROUPS. APPLICANTS WILL BE ASKED ABOUT ANY PREVIOUS CONVICTIONS, CAUTIONS, REPRIMANDS, INCLUDING THOSE THAT ARE CONSIDERED 'SPENT' AS DEFINED BY THE REHABILITATION OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (AMENDED 2013). APPOINTMENT TO THIS ROLE IS SUBJECT TO A SATISFACTORY DBS CHECK AND REFERENCES.

EQUALITY STATEMENT

SHREWSBURY TOWN FC FOUNDATION IS COMMITTED TO CREATING AN INCLUSIVE AND DIVERSE ENVIRONMENT AND IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, ETHNICITY, RELIGION OR BELIEF(S), GENDER, GENDER IDENTITY OR EXPRESSION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE OR WITH REGARDS TO PREGNANCY OR MATERNITY.



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Department
for Work &
Pensions