

## The EBP

### JOB DESCRIPTION

#### MISSION STATEMENT

EBP is a social enterprise which develops the skills of young people. We work in partnership with a broad range of organisations and partners in order to contribute to key local, regional and national agendas, which benefit education and business.

We lead in the provision of specialised services and solutions for education and business.

We are proud of our strengths in People Development and Corporate Social responsibility.

We are committed to safeguarding and promoting the welfare of children and young persons and expect all staff to share this commitment.

#### SAFEGUARDING STATEMENT

At The EBP children and young people are at the heart of everything we do, therefore our top priority is the protection and safeguarding of children and young people. The EBP is committed to safeguarding and promoting the welfare of young people and expects all staff, partners and volunteers to share this commitment.

We ensure staff are recruited under our robust safer recruitment processes, which includes checking references and enhanced DBS checks where applicable. All staff and volunteers are required to complete mandatory safeguarding training regardless of whether they work with children, young people and vulnerable adults.

We have a suite of safeguarding procedures, policies and guidance for all of our managers, staff and volunteers to ensure we actively promote children and young people's welfare and safety in all activities.

**POST:** NCS Mentor Summer 2019

**DATES:** 4 week programmes start dates listed below:

#### **Summer Waves Lincolnshire:**

Wave 1 - 24th June

Wave 2 - 1st July

Wave 3 - 8th July

Wave 4 - 15th July

Wave 5 - 22nd July

#### **Summer Waves Leicestershire:**

Wave 1 - 24th June

Wave 2 - 1st July

Wave 3 - 22nd July

#### **Summer Waves Northamptonshire:**

Wave 1 - 24th June

Wave 2 - 1st July

Wave 3 - 8th July

Wave 4 - 15th July

Wave 5 - 22nd July

# EBP

## MAIN PURPOSE OF JOB

- To lead a team of 15-17 year olds through a 4 week programme, inspiring and motivating each Young Person through their NCS journey.
- To act as the initial point of contact for Young People and Parents, providing support and guidance as appropriate.
- To feedback to Lead Mentors on a regular basis, reporting incidents and safeguarding issues immediately.

## KEY RESPONSIBILITIES

### Welfare

- Ensuring you understand the individual requirements of each Young Person you are mentoring, utilising the information provided by The Young Peoples Team.
- Ensure the safety, welfare and supervision of young people at all times.
- Ensuring group harmony and facilitating the group dynamics, tackling any problems and resolving confrontation using the training provided
- Ensuring the safeguarding of young people is paramount and reporting any issues to the Lead Mentor or Wave Lead when Lead Mentor is unavailable.
- Administer basic First Aid if required as per training.
- To provide support and team leadership for the young people, facilitating their day / night activities.
- Being an active member of the group, taking part in activities where appropriate and demonstrating a 'joining in' team spirit.
- Ensure you adhere to all Risk Assessment protocols, assess when the risk becomes dynamic, and observe all Health and Safety requirements.

### Training

- To attend up to 2 training days, including: First Aid, Safeguarding Children, Risk Assessments, Guided Reflection, Team Building and Social Action planning
- To attend a pre-NCS briefing session.

### General

- To represent The EBP during NCS in a professional manner.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Any other duties, consistent with the main purpose of the job, as may be specified from time to time.

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## Experience required for the post

### Experience - essential

- Working with young people
- Leading or co-leading a group of people

### Experience - desirable

- Experience of supporting young people during residential-based events
- Helping to organise/facilitate an event and/or project
- Some evidence of helping to support a project (this could be gained via voluntary or paid work)
- Full driving licence and ideally a car available for work use

# EBP

## Essential Requirements

### Proven Skills

- Ability to build a rapport with young people
- Ability to develop and maintain effective relationships with Young People and Team Members
- Ability to effectively and respectfully resolve potential or existing conflicts
- Problem-solving/trouble-shooting
- Creativity and resourcefulness

### Personal Qualities

- A genuine interest in the welfare of young people and commitment to supporting them throughout the duration of NCS
- Strong interpersonal skills
- Confidence in commanding the respect of young people and leadership skills
- Enthusiasm and drive to ensure successful delivery of NCS
- Empathic, sensitive and approachable nature
- Tolerance and patience
- Ability to remain calm and composed in difficult situations
- Sound judgement and responsible attitude
- Good written / verbal communication skills
- Good organisational and problem-solving skills
- Ability to lead and work as part of a team
- Flexible approach to work
- Commitment to support young people throughout the duration of NCS
- Confidence to escalate concerns to hierarchy

This post requires an enhanced DBS check and appropriate safeguarding training.