

## Bridges Project Co-ordinator

### Job Purpose

The Bridges project is a mentoring scheme for vulnerable young people who have come to the attention of agencies as they are in need of support, because of difficulties at school or home, or who may be at risk of being involved in criminality or low level anti-social behaviour. The aim is to improve the outcomes and life chances for those young people by helping them make more positive life choices, deal with issues and inspire them. The project has been running for over 5 years and has an excellent track record in providing positive outcomes for the young people involved. Our volunteer mentors support approximately 30 young people each year. We have good relationships with the local agencies and schools and our project is highly valued by them.

As Project Co-ordinator you will take responsibility for managing and running the scheme. This will involve a number of tasks and duties including recruiting, supporting and supervising Adult Volunteer Mentors; interviewing and matching young people coming onto the scheme with appropriate mentors; promoting the scheme to our partners, along with providing an administration function including monitoring progress and accurate financial record keeping.

### Accountability

You will be line managed and accountable to the Church & Community Adviser in the Communities Engagement Team. The project is funded by Children in Need and so you are also accountable for ensuring the terms and conditions of the funding agreement are delivered.

### Responsible for:

- Delivery of the Bridges Mentoring Project .
- Support, supervision and management of the Volunteer Adult Mentors

### Key relationships:

- Surrey Family Services - Waverley
- Secondary schools
- Surrey Police
- Parishes
- Funding partners

### Working Arrangements:

- Office based at Church House, Guildford but with regular requirement to travel to meet mentors and mentees.
- This is a 0.8 FTE role (28hrs), with the ability to work variable hours by agreement as necessary.
- The role will be on a fixed term contract basis until 30<sup>th</sup> April 2020.

### Responsibilities

- Recruit and support suitable Volunteer Adult Mentors to ensure Bridges can fulfil the project aims.

- Provide training, regular supervision and annual reviews to adult mentors.
- Assess young people and match mentees to mentors, regularly reviewing progress and dealing with mentors and mentees with any difficulties or issues that may arise within the scheme.
- Develop strong working relationships with prospective and existing referring agencies to promote the scheme and ensure appropriate information is shared.
- Provide a sound administrative function including good record keeping, finance records and writing regular reports.
- Work collaboratively with other Communities Engagement team members, particularly the Families Matter Co-ordinator in Waverley to ensure early help support is integrated.
- Encourage and develop the support of local churches for this project through their prayer, financial help and volunteer involvement.
- Assist in developing the scheme in both its scope and reach within Surrey.
- Identify possible further sources of funding and assist in making applications where appropriate.
- To carry out any other tasks which are deemed to be appropriate in regard to this project in consultation with your line manager.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Youth work or counselling qualification- or equivalent professional experience, skills and abilities</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven practical experience of Youth Work or youth mentoring and/or counselling young people.</li> <li>• Proven ability to recruit and manage volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing a community project.</li> <li>• Experience of providing and facilitating training.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of young people and appropriate approaches to support their personal development.</li> <li>• Understanding of personalities and behavioural styles in order to work collaboratively with a variety of people and to make informed decisions.</li> <li>• Understanding the nature and function of supervision</li> <li>• Understanding of safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of the positive contribution of churches and faith groups to community support</li> <li>• Understanding of assessment and monitoring tools for measuring outcomes.</li> </ul>

<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• Ability to work pro-actively, using initiative and problem solving skills</li> <li>• Excellent written, oral, interpersonal and communication skills. The ability to present confidently and authoritatively in formal and informal situations.</li> <li>• Computer literate.</li> <li>• Ability to work within agreed budgets.</li> <li>• Good organisational skills with the self-motivation to work under pressure and deliver to tight deadlines. Able to work independently and within a team environment.</li> <li>• Ability to build strong constructive relationships.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to facilitate and deliver training and bring together people from different backgrounds.</li> <li>• Ability to write reports and present clear information about outcomes and achievements</li> </ul>
<p><b>Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Acts with integrity and takes personal responsibility for outcomes.</li> <li>• Ability to demonstrate the highest standards of confidentiality</li> <li>• Team player, able to take and give constructive criticism</li> <li>• Ability to interact comfortably with people of all backgrounds and seniority; to be able to listen, but also to be assertive when required.</li> <li>• Willingness to work flexibly.</li> </ul>	<ul style="list-style-type: none"> <li>• Act as a role model for the organisation looks beyond own team as a role model and source of knowledge.</li> <li>• Works with others in a collaborative and solutions focused manner to achieve outcomes</li> </ul>
<p><b>Personal</b></p>	<ul style="list-style-type: none"> <li>• Holder of a current clean driving licence and access to own vehicle</li> <li>• A positive and accepting attitude towards all people of faith and none</li> <li>• A full commitment to equal opportunities and anti-discriminatory working</li> <li>• A compelling, warm &amp; open demeanour with a collaborative working style</li> <li>• Patient and affirming of others;</li> <li>• An ability to get on with people of all ages</li> <li>• Resilience and good humour</li> </ul>	<ul style="list-style-type: none"> <li>• Sympathetic to the views and beliefs of the Church of England</li> </ul>