

# APPLICATION PACK



Casual Mentor



MAYOR OF LONDON



INVESTORS  
IN PEOPLE

## APPLICATION PACK

Using the power of football, Charlton Athletic Community Trust (CACT) worked with over 46,700 people during 2019/20, empowering communities and changing lives. Based on the needs of the community, we work in partnership to deliver high quality programmes that deliver a lasting impact.

CACT is one of the biggest football community trusts in the country; principal areas of work are:

- Early Help and Prevention
- Education
- Equality, Diversity and Inclusion
- Football and Sports Development
- Health Improvement
- Social Action and Enterprise
- Youth Service

This is an exciting time to join CACT as we have recently launched a new three-year strategy for 2019-2022 based on our values:

- Passion – fuels our work
- Trust – safe and sound
- Engagement – stronger together
- Respect – two-way and vital
- Equality – open and fair
- Inclusion – that means you

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CACT are committed to embracing and fostering equality, diversity and inclusion in the workplace as well as in the delivery of its services, activities, and programmes, by promoting a positive organisational culture that values all staff and service users. We will strive to create an inclusive environment where everyone feels able to participate and achieve their potential.



## JOB DESCRIPTION

<b>Job Title:</b>	Casual Mentor	<b>Reporting to:</b>	Crime Reduction Management Team
<b>Pay:</b>	£15 - £20 per hour (Based on Knowledge and Experience)	<b>Contract type:</b>	Zero Hour Contract
<b>Location:</b>	South East London and/or Kent (Ashford)	<b>Days and hours of work:</b>	Varied hours including weekend work
<b>Document created:</b>	March 2024	<b>Ref number</b>	CACT/EHP/CM/2023

### Purpose of the Role:

To provide a programme of early intervention, mentoring and support for the young people to guide them away from negative behaviour and its associated outcomes.

Use different monitoring systems such as onside and salesforce to capture and share relevant data to key stake holders.

### Key Responsibilities (but not limited to):

- Be self-motivated, committed, and reliable once assigned work.
- Work with individuals and/or groups from a range of abilities, age ranges and varying backgrounds.
- Maintain high standards of professional behaviour towards colleagues, young people with whom we engage and the wider public.
- Develop professional and supportive relationships with all young people engaging with mentoring service.
- Undertake regular professional development days as set by Charlton Athletic Community Trust (CACT) in order to continue own personal development.
- Have an up to date knowledge of, and adhere to, CACT policies and procedures, including those relating to Safeguarding, Health and Safety and emergency procedures, including those of venues where you may be based.
- Undertake other duties as required to ensure efficient delivery of CACT sessions.
- To undertake relevant training courses as requested by CACT.

# PERSON SPECIFICATION

Job title: Casual Mentor

Person Specification		
Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Willingness and/or experienced in working with young people who have had issues related to involvement in crime / anti-social behaviour/ challenging behaviour.</li> <li>• BTEC / A level qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering to the 'hardest to help' client group.</li> <li>• Experience of working with young people with special education needs and disabilities (SEND)</li> </ul>
Skills, ability & knowledge	<ul style="list-style-type: none"> <li>• Ability to build trusted relationships with young people, including those who have experienced trauma.</li> <li>• Commitment to/and knowledge of the issues around Safeguarding children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of planning, coordinating, and delivering community programmes.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Full driving licence and access to transport</li> <li>• 'Can do' attitude</li> <li>• Friendly and outgoing</li> <li>• Authoritative</li> <li>• Able to work on own initiative as well as within a team environment.</li> </ul>	



## APPLICATIONS

**CACT is committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.**

Application forms are available from <http://cact.org.uk/job-opportunities>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role and an equal opportunities monitoring form to [Jobs@cact.org.uk](mailto:Jobs@cact.org.uk)

Please note: CVs will **not** be considered.

Closing date for applications: 20/04/2024

Applications will be reviewed as and when they come in by the Early Help and Prevention Team.