

Job Description

Mentor – USW Foundation Degree

Position: Mentor USW Foundation Degree	Department: Community, Education, Employability Team	Reporting to: Head of Community
Salary: £23,000 pro rata	Contract: FTC – 12 months	Hours per week: 18 hours

Job purpose: As an Education Mentor you will be required to support and mentor students as well as to facilitate tasks and provide individual and collective support to maximise students' successful completion of the Foundation degree programme that we run in conjunction with the University of South Wales.

Essential & Desirable Job Criteria:

Essential

The successful candidate will be required to complete an enhanced DBS check

- Experience of mentoring in a community, mainstream or alternative education setting
 - Ability to manage behaviour effectively
 - Ability to motivate and build rapport with students
 - Experience of delivering and assessing theoretical education courses
 - Knowledge and understanding of child protection and safeguarding
 - An ability to keep and maintain records
 - Good communication skills, both verbal and written
 - An ability to demonstrate good administrative skills
 - Ability to work to deadlines
 - Ability to set and work towards achieving targets
 - Ability to develop and implement high quality, varied and creative coaching
 - Good team worker and Self-motivated
 - Ability to coordinate workload
 - Ability to develop good working relationships with Staff and partners
 - Willingness to work evenings, weekends and training events when required
- Own transport essential

Desirable

- Experience of internal and standards verification processes
- FA Level 1+ 2 Certificate in Football Coaching (or working towards)
- FA Licensed coach
- A recognised First Aid Qualification
- Ability to work in a team environment
- Experience with spreadsheets and databases
- FA Youth Award Modules
- Any other relevant NGB qualification or Sport or Leisure qualification
- Experience in recruitment for education projects

- Understanding of football and education programmes

- Experience of project management or Events coordination

- Experience of understanding and working towards a business plan

- Able to deal with sensitive and challenging circumstances
- A demonstrable record of implementing Equal Opportunity policies and activities

Role Competencies:

Planning Timescales:

- Support and mentor the students enrolled on the programme and manage students' adherence to deadlines to ensure these are met in a timely manner;

Decision Making:

- To make decisions within remit of own role.

Impact & Influence:

- Maintain a consistently high standard of delivery at all sessions;
- Adopt a participant-centred approach to all delivery, ensuring protocol in relation to safeguarding is consistently observed;
- Contribute to fundraising/income generation for SET, as required from time to time, to support and sustain the work of the organisation; and, to work occasional match days, evenings, and weekends as required.
- To actively and demonstrably support and promote literacy, numeracy, ICT, careers and Key Skills via their curriculum areas
- To identify opportunities within the community to extend MK Dons SET education offer and potential income generation linked to education

Skill Level:

- To demonstrate skills in, and understanding of, a variety of teaching and learning strategies
- To impart knowledge skills and understanding to each pupil following planned schemes of work that deliver the Course Specification
- To keep up to date with current thinking and development by attendance at appropriate courses, reading and other professional development and training

Communication:

- Act as the students' first point of contact for queries and concerns;
- Be the SET's point of contact with the University of South Wales;

Budget Management:

- To be mindful of the wastage of resources and commodities

Lead & Develop:

- Plan, prepare, and deliver classroom based and practical coaching sessions as required;
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Operating Parameters:

- Recruit students annually to study the degree programme; this includes interview process and supporting with university applications;
- Work with wider SET staff to arrange student work placement hours across a range of programmes; this may involve an element of assessing students.
- Maintain registers and manage the required reporting for all sessions;
- To attend all required induction and course events held at the University of South Wales;
- The post holder will be required to undertake any other duties as required by the Head of Community, and the SET Chief Executive Officer.

Competency Total:

Level