



We are proud of our excellent reputation in delivering mentoring to unemployed people across the Cheshire and Warrington and East of England areas. We are now expanding our team to help bring our vision to life.

Part-Time Professional Mentor

1 x post working across the following areas: Watford, Hemel Hempstead, Stevenage and Hitchin areas
(ref: PMH)

**Salary: £negotiable (Indicative salary range £17-21k pro-rata)
2 days per week**

Can you be a key player in a successful, high quality mentoring service for unemployed people, based in the Watford, Hemel Hempstead, Stevenage and Hitchin areas?

Can you work with a caseload of clients with different and often complex needs, working as part of a team of coordinators, professional mentors and volunteers across the East of England?

Can you inspire, motivate, guide and help people in a practical way?

Do you understand the barriers which people face in getting back to work, and can you help them move into, and stay in, work?

Armstrong Learning are searching for an enthusiastic, committed and skilled mentor, advice worker, or trainer, to manage a caseload of mentoring clients on a confidential, one to one basis, working closely with Jobcentre Plus staff and other agencies.

Hours of work

2 days (15 hours) by arrangement. Team meetings take place in Duxford for which some flexibility is required.

We strive to be an equal opportunities employer and welcome applications from all. Applications from disabled people, and people from Black and Minority Ethnic backgrounds are particularly welcome as these groups are currently under represented.

This position is subject to an enhanced CRB check.

The closing date is: Thursday 18th June 2009, 5pm

Please apply by enclosing your CV and **producing a statement**, which indicates how your skills and knowledge address **each point of the person specification**.

Please state your current availability and preferred working pattern.

Please give details of your current salary.

Please give details of any notice period.

Please return the completed Equal Opportunities monitoring form.

Email: jobs@armstronglearning.co.uk

Tel: 0161 247 7738 or 0161 247 7733/4

Armstrong Learning Ltd

26 Hulme Street

Manchester

M1 5BW

www.armstronglearning.co.uk

Part time Professional Mentor

Watford, Hemel Hemstead, Stevenage and Hitchin

New Deal Mentoring – East of England

Background

Armstrong Learning is a fast growing business that designs and delivers learning and mentoring in new and innovative ways. We deliver mentoring to unemployed people across Cheshire and Warrington and across the East of England region, as part of the New Deal provision, on behalf of Jobcentre Plus.

New Deal Mentoring offers one to one guidance, support and inspiration to people from a wide range of backgrounds. We help people to identify the barriers they have to getting into work, and we help them to break these down.

Mentors work with people who need motivation, support, practical help or signposting, to address personal problems, health issues, housing difficulties, money problems and a host of other issues.

Professional mentors work alongside a coordinator, providing individual mentoring support and guidance to a caseload of clients who wish to access the service. Mentors will meet with customers, for up to an hour every fortnight, for up to six months.

We aim to move clients further towards their goals, to remove barriers to work, and to equip them with the skills, knowledge and motivation they need to move into employment.

This post will involve working as part of our New Deal Mentoring provision, however, there is also scope for working as part of our Flexible Routeways Mentoring provision, with the same team, in the area.

Person specification – Professional Mentor

Skills

Essential
Proven skills in mentoring, advising, supporting or guidance work, in a formal setting.
Excellent organisational, administrative, planning and time management skills
Action planning and problem solving skills, within the context of removing barriers to work
Skills in working with or knowledge of the issues faced by long termed unemployed people, including those in receipt of incapacity benefits.
Commitment to promoting equal opportunities and diversity
Knowledge of or links with local support and advice agencies, networks
Excellent communication and listening skills
Ability to work independently and as a member of a team of professional and volunteer mentors
Flexible approach
Ability to keep confidentiality
IT skills competency in word processing, e-mail software, Internet. Use of our specialist database will be required, for which training will be given.
Own transport

Desirable
Understanding of the local labour market and skills in recruitment, jobsearch support
Skills in dealing with one or more of the following groups: people with disabilities and health conditions, including mental health issues; lone parents; clients with welfare rights issues including debt, housing; substance misuse; Black and Ethnic Minorities; ESOL customers
Knowledge of the benefits system
Other languages (especially all Asian languages, Italian, Eastern European languages, Spanish, Portuguese, Polish)
Qualifications in mentoring, advice work or similar, e.g. NVQ IAG level 3 or 4

Job Description – Professional Mentor

Region: East of England

Area: Watford, Hemel Hempstead, Stevenage and Hitchin

Main duties and responsibilities

- Act as a professional mentor to unemployed clients
- Mentor a caseload of clients individually to support, guide and inspire them
- Help clients to identify their barriers to work, action plan to remove these, to move the clients towards and into work.
- Refer clients to others where more help and support is required (such as skills for life needs, housing advice and counselling).
- Liaise with individuals and organisations, including staff from Jobcentre Plus, training providers, volunteers and local employers
- Work closely with a local coordinator and other professional mentors and volunteers across the East of England district.
- Assist in the marketing and promotion of the mentoring scheme
- Manage paperwork and management information trails
- Produce management information
- Work in the Watford, Hemel Hempstead, Stevenage and Hitchin areas, or in an area agreed with the mentoring manager. Your own transport is required. Travel expenses will be reimbursed.
- Armstrong Learning's head office is based in Manchester. This position would involve working on an outreach basis, attending team meetings, networking events and training sessions at various venues across East of England and sometimes Manchester.