

**This project is part funded through the Northern Ireland European Social Fund Programme 2014 – 2020 and the Department for the Economy**

**Job Advertisement Details**

**Role:** Career Mentor

**Location:** Magherafelt OR Ballymena – currently working hybrid

**Salary:** £21,200 p.a. (increasing to £22,200 after successful completion of 9-month probation)

**Hours:**  37.5 hrs per week

**Term:** Fixed Term to 31st March 2023

**Responsibilities:**

• Work directly with participants focusing on engagement and mentoring of participants, promotion and achievement of positive employment/self-employment, training and education outcomes

• Carry out detailed assessments of need, identifying and addressing personal barriers to education, training and employment/self-employment which are affecting individual participants

• Create, agree and implement an Employment Action Plan outlining support to address issues, actions and timescales to achieve positive change

• Assist participants with career-mapping, job-search activities, CV planning, interview techniques- providing information, advice and guidance on learning, work and other relevant positive activities

• Actively manage a caseload of participants at any one time on both a one-to-one and group basis ensuring individual learning and employment/self-employment needs are addressed and appropriate support is in place

• Identify and coordinate a range of recruitment and selection strategies to secure progression towards employment for participants

**What we are looking for:**

• 4 GCSE’s (or equivalent) at grade C or above to include English

• Possess or be willing to work towards a Level 3 qualification (or equivalent) in Advice & Guidance (or similar qualification)

• Experience of designing and delivering holistic needs-led support to clients seeking employment and/or training opportunities. This includes assessing need, developing action plans, ensuring actions are implemented and reviewed on a regular basis over a reasonable period of time

• Experience of sourcing training and or employment opportunities for those unemployed or disengaged with education or training over a reasonable period of time

• Experience of working to and understanding Adult Safeguarding policies, procedures and legislation

• A demonstrable track record of consistently having met and exceeded targets in a targeted oriented role over a reasonable period of time

• Experience of carrying out home visits or lone working

• Strong knowledge and ability to use Microsoft Office including Word, Excel and Outlook

• Ability to coach, mentor and develop others

• Excellent written communication skills

• Full driving licence and access to a vehicle for work purposes or ability to demonstrate alternative method of being able to fulfil any travel related duties of the role.

**Applications Procedure:**

To express your interest in this role, please complete and forward the Applicant Declaration form, confirming your suitability for the role and how you meet the essential criteria, together with your C.V. (in word format only) to [michelle.mcmullan@networkpersonnel.org.uk](mailto:michelle.mcmullan@networkpersonnel.org.uk) Closing Date for receipt of applications is **5pm on Tuesday 5th July 2022**

*Candidates must demonstrate that they have met the essential criteria within each area. Incomplete applications shall not be accepted and failure to demonstrate meeting the essential criteria will result in the application being unsuccessful at the shortlisting stage*.