



Department for the
Economy



Job Ref: HQ/2017/02

Title: **Employment Outreach Mentor (Full Time x 1 Post) or (Part Time x 2 Posts)**

Employer: Action Deaf Youth

Based at: 385a Hollywood Road, Belfast, BT4 2LS

Hours 37 hours (Full time) or 18.5 hours per week (Part-time) (excluding lunch breaks)

Employment Status Fixed term until 31st March 2018

Annual Salary £9,991 to £19,982 (Pro-rata) - NJC Spinal Point 22

Responsible to: Manager

Job purpose: To support the Employment Team in promoting the Employment Service across Northern Ireland including engaging with and mentoring deaf young people and developing links with schools, job and benefit offices, training providers and stakeholders in referring and supporting deaf young people into education, training and employment.

This post is part-funded by the European Social Fund and the Department for the Economy

Main duties and responsibilities

1. To provide a structured programme of advice and support in career planning for of long-term unemployed, economically inactive and workless deaf young people who are NEET (**N**ot in **E**mployment **E**ducation or **T**raining) and vulnerable to becoming long term unemployed;
2. To promote the Employment Service by establishing, maintaining links and partnerships with schools, educational institutes, employment support services and other identified organisations;
3. To support deaf beneficiaries aged 16 to 30, providing appropriate pastoral support and to ensure they remain engaged in learning and in their progress in finding employment. This includes:
 - a. Undertake initial assessments of barriers and registrations complete assessment using agreed and bespoke diagnostic tools.
 - b. Develop and implement and individual action plans to overcome barriers to employment, outlining goals, actions and outcomes;
 - c. Carrying out outreach work to promote the service to beneficiaries;
 - d. Deliver employability mentoring sessions with all participants as required to remove barriers to employment, providing a safe, relaxed environment underpinned by a structured and developmental process and responding to sensitive issues in a confidential manner.
 - e. Supporting the Employment Coordinator in running a weekly job club, to assist with job search activities and with the range of 'in-house' training programmes on offer;
 - f. Effectively manage caseload and provide professional focused advice referring to other agencies/organisations as required as part of beneficiaries' action plans. Beneficiaries may be matched to employers, work experience and work placement opportunities;
4. To develop and maintain a warm, welcoming and supportive environment responsive to the needs of beneficiaries with multiple barriers to employment;
5. To liaise with the wider Employment Service staff team to ensure beneficiaries have maximum opportunity to progress during participation;
6. To process accurate administrative requirements of each programme with assistance from the administrator;
7. To follow Action Deaf Youth's Child Protection Policy and work with young people to safeguard their welfare and the welfare of others;
8. To perform other duties within the organisation, under the direction of the Line Manager.

Personnel Specification

Post	Outreach Job Mentor	
Location	Belfast	
	Essential	Desirable
Qualifications	<ol style="list-style-type: none"> 1. British Sign Language Level 2 or have the ability to sign at this level; 2. To achieve NVQ Level 3 in Advice and Guidance within 18 months, from commencing Post. 	<ol style="list-style-type: none"> 1. Third Level Qualification (Level 4 upwards – Diploma/Higher National Diploma/Degree); 2. GCSE equivalent (A-C) in English and Maths; 3. NVQ Level 3 or above in Advice and Guidance, Counselling, Careers Guidance or equivalent; 4. Qualification in benefits / welfare rights (Law centre training WRAP or equivalent).
Experience	<ol style="list-style-type: none"> 1. At least 1 years' experience of working with young people; 2. At least 1 years' experience in providing mentoring in advisory capacity, both a one to one and in a group setting. 	<ol style="list-style-type: none"> 1. Experience of providing Job Search sessions; 2. Experience of working with deaf young people; 3. Experience of working with young people Not in Employment Education or Training (NEET) 4. Knowledge of funded programmes such as European Social Funded programmes.
Competencies	<ol style="list-style-type: none"> 1. Able to demonstrate excellent written communication skills; 2. Able to demonstrate good verbal communication skills; 3. Understanding of issues facing deaf young people aged 16 to 30 particularly with regard to employability; 4. Ability to establish and maintain constructive relationships with a wide range of people including managers, employees and beneficiaries; 5. Ability to work effectively and to work on own initiative. 	

Personal Qualities	<ol style="list-style-type: none">1. Ability to demonstrate reliability;2. Ability to demonstrate flexibility.	
Other Requirements	<ol style="list-style-type: none">1. Full Driving Licence and access to a car.	