

## Pathways Coordinator

### Job Description & Person Specification

#### Job Description

##### Build effective relationships with the young people in scope

- Build exceptional individual relationships with all MCR young people, especially during primary school transitions and in S1 and S2 through delivery of MCR group work
- Actively support all young people in S3 to S6 scope to participate and to get the maximum benefits from their mentoring relationships.
- Ensure the young people benefit from all other aspects of the MCR model including setting, experiencing and following their education / employment pathways; Talent Tasters; the Ambassador programme and other relevant 3<sup>rd</sup> party experiences that are on offer
- Produce case studies and good news stories utilising quantitative outcomes and qualitative feedback (with young person voice at the heart) to evidence progression, programme impact and best practice.
- Continue to keep in touch and, where appropriate, support young people in scope who don't yet participate and/or are disengaged

##### Mentor recruitment, training, engagement and support

- Consistently support and actively engage mentors throughout the length of their mentoring relationships
- Working with regional team, Programme Manager and Mentor Services, help drive mentor recruitment to the targets needed for your school
- Co-deliver Core Mentor Training
- Promote use of the Mentor Hub, identify training materials and share best practice
- Continually feedback to mentoring services all mentor issues, improvement suggestions and perspectives on quality of matches

##### MCR programme development, impact & continuous improvement

- Feedback on programme improvement strategies (regional or school specific) to MCR team
- Active participation in continuous improvement project teams when formed across the region and/or when the need is identified
- Active participation in the MCR PC Forums and peer support networks

## Person Specification

	Essential	Desirable
<b>Skills &amp; Experience</b>	<p>Experience of working with young people</p> <p>Competent digital literacy including MS word &amp; excel, social media and other digital platforms</p> <p>Experience or a knowledge of processes to document and evidence good practice and positive outcomes</p> <p>Awareness and understanding of the principles of safeguarding and child protection duties</p>	<p>Experience of working with care-experienced or vulnerable young people</p> <p>Knowledge of using Google Drive, and of creating/using spreadsheets</p> <p>Experience of facilitating group sessions with young people and/or delivering training/information sessions to adults</p> <p>Experience of managing and/or positively supporting volunteers</p>
<b>Abilities</b>	<p>Ability to present programme information &amp; deliver prepared training sessions to groups</p> <p>Exceptional ability to build meaningful relationships with young people aged 11-18 years, education colleagues, volunteer mentors and local employers</p> <p>Ability to work well on own initiative, as part of a team and on a flexible basis in response to young person &amp; organisational need</p>	
<b>Attitude &amp; values</b>	<p>An understanding of the challenges and barriers that care-experienced and/or vulnerable young people may experience</p> <p>Young person consistently at the heart of professional values and practice</p> <p>Positive, solution-focused attitude</p> <p>Non-judgemental approach</p> <p>Role model for Motivation, Commitment &amp; Resilience.</p>	
<b>Qualifications</b>	National 5+ (or equivalent) Maths and English	HNC level or above in relevant subject