

East Ayrshire Pathways Coordinator Job Description

Job Title: Pathways Coordinator

Team: Schools

Location/Region: East Ayrshire

Contract: Fixed Term 1 year

Hours: 37.5

Grade: 3, PA8 to PA11

Starting Salary: £29,098

Manager: Programme Manager

Line Management Responsibility: N/A

Role Profile

The Pathways Coordinator works directly to build relationships with our young people in preparation for matching them with a volunteer mentor. The working location of the role will be hybrid, based between participating community settings across East Ayrshire, with some home working as required. The coordinator will work closely with local partners in the area to build strong relationships to engage young people with a trusted adult mentor.

You will be focussing on supporting young people through small group and individual sessions to build their capacity for getting the most out of mentoring. You will use your knowledge of young people to match them with a mentor and you will support both to build that relationship. You'll be there to provide young people with personalised support, information, advice and guidance as needed, and to ensure continuity and success of all mentoring relationships. You'll ensure a strong focus on working with the right groups of young people and the achievement of performance targets for all stages of the programme. You will also be supporting mentors joining your programme through effective inductions, training and a structured programme of Coffee Conversations.

Job Description

Programme delivery

- Build exceptional individual relationships with all MCR young people in scope.
- Establish and grow exceptional relationships with staff and other relevant partners that support the delivery in the settings where you work.
- Support the Programme Manager with the development and launch of the programme in new settings, in line with MCR's strategy.

- Actively support all young people identified for the programme to work towards rapidly securing a mentored relationship. Encourage and support their full participation and to get the maximum benefits from mentoring once matched.
- Conduct regular progress and impact reviews with all young people on the programme and provide support and challenge to stay on track.
- Deliver group work if required, using innovative methods and taking into account the needs of individual young people and supporting them to achieve their goals. Plan for personalised learning, and to adjust strategies to deal with individual young people's needs.
- Ensure the young people benefit from all other aspects of the MCR model including setting, experiencing and following their education/employment pathways, completing wellbeing and end of year surveys, awareness of additional MCR opportunities such as the Young National Advisory Board and other relevant 3rd party experiences that are on offer. To actively promote appropriate further learning and support opportunities for young people's progression.
- Continue to keep in touch and, where appropriate, support young people in scope who don't yet participate and/or are disengaged or declined.
- To provide case studies and good news stories to aid the celebration of young people's achievement.
- To maintain programme and quality assurance records including data on Pathfinder, and any other documentation as directed. To complete all data requirements required for the funding of the young people's programmes including those associated with group work, mentoring, outcome measurement and destination tracking.
- Establish and grow strong regional strategic partnerships with partners and relevant organisations such as East Ayrshire Council, DYW, SDS and other local organisations, to support the development and delivery of the programme and additional experiences.

Mentor recruitment, training, engagement and support

- Consistently support and actively engage mentors throughout the length of their mentoring relationships.
- Working with the regional team, Programme Manager and Mentor Services, help drive mentor recruitment to the targets needed for your community settings.
- Deliver effective mentor inductions, and deliver Core Mentor Training in your setting or local area.
- Promote use of the Mentor Hub, timely recording of mentor sessions and booking of mentoring appointments, identify training needs and sharing best practice.
- Participate in and lead structured coffee conversations with mentors, to support and develop their practice, aid matching / rematching, and encourage their continued involvement with the programme.
- Continually feedback to Mentor Services all mentor issues, improvement suggestions and perspectives on quality of matches.

MCR programme development, impact & continuous improvement

- To attend team meetings and other appropriate meetings as required. Attend training and collaborative sessions with partners as directed.
- Feedback programme improvement strategies (regional or setting specific) to MCR team.

- Active participation in continuous improvement project teams when formed across the region and/or when the need is identified
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- Active participation in the wider MCR team, engaging with peer support networks and PCs across the region/country where relevant.
- To prepare for internal and external quality assurance activities, with attendance at training and support meetings as directed.
- Take a proactive approach to securing the delivery of key performance targets and any other measures associated with the funding as directed from time to time.
- Write reports on performance or contribute to performance reports as directed.
- To be responsive to the Programme Manager and directions given for quality or programme improvement.

General

- In order to maintain a professional atmosphere, a smart dress code is required and you must wear a name badge at all times.
- To ensure the maintenance of safe working practices and environments for all staff and young people in accordance with the policies of MCR and relevant legislation.
- To be committed to equal opportunities and to comply with MCR's diversity and equality policies. To be committed to safeguarding young people and follow policies, practices and procedures in relation to protecting children and young people.
- To be committed to professional self-development making full use of training and development opportunities identified through appraisal. To ensure job knowledge is updated by participating in educational opportunities, reading publications, attending team meetings and participating in and maintaining professional networks.
- There will be a requirement for unsupervised contact with children / young people in this post whether through teaching, advice and guidance, general or technical support.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Person Specification

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

Qualifications		National 5+ (or equivalent) Maths and English and/or HNC level or above in relevant subject
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