



**FOUNDATION**



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**MENTORING CO-ORDINATOR**

**Port Vale Foundation use the power of Port Vale Football Club** *to create opportunities to engage, motivate and inspire people to improve their lives and their communities.*

We are a values led organisation and strive to live and breathe them each and every day. Our values are:

- **Passionate** – We are passionate about supporting the people of Stoke on Trent and Staffordshire to improve their lives and their communities
- **Collaborative** – We foster and develop innovative partnership with wide ranging organisations to maximise our impact and outcomes
- **Integrity** – We use a robust evidence base and proven practice to inform decisions, measure impact and sustain our activity
- **Inclusive** – We create opportunities for everyone from every background to take part in our programmes and have positive experiences, which lead them to fulfil their potential
- **Excellence** – We provide high quality experiences and support for participants, partners, professionals and staff
- **Proud** – We celebrate success and are visible to everyone, meaning we are valued by our club, our partners and our community.

In order to fulfil our mission, we are actively looking to contribute to local, regional and national priorities, using the Port Vale Football Club Foundation brand to positively impact on a range of agendas such as increasing sport and physical activity, improving health, increasing education standards and improving community cohesion.

To focus and influence the Port Vale FC Foundation in achieving our mission whilst supporting and tackling local priorities, our work is categorised under four core areas:

- Sport & Physical Activity
- Health & Well-being
- Education & Employability
- Community Engagement

Under each of our areas, we also identify a number of priorities for Port Vale FC Foundation Trust that are aligned to various local, regional and national plans and strategies – ensuring that our work contributes to the wider strategic context for Sport, Health, Education and Inclusion.

## Role Profile – Mentoring Project Lead

**Role Reports to:** Education and Employability Manager

**Hours:** 37.5 hours (fixed term 12 months with extension available subject to funding) **Pay scale:** Grade 4

**The Role:** Mentoring Co-ordinator

The Football Mentoring project is a flagship Port Vale Foundation programme which supports primary and secondary school children through one to one support and group activity to improve life skills.

The programme exists to engage, inspire and empower young people, supporting them in personal and social development whilst building their confidence so they can go out there and achieve their dreams, no matter where they're from or what their background is.

At Port Vale Foundation this is exactly what we aim to do and we currently have an opportunity for a Mentoring Project Lead to join our team and help us to grow this important initiative.

As our Mentoring Co-ordinator, you will lead the design and development of mentoring activities across all phases of the programme from recruitment of the young people, to programme planning, to events and supporting the delivery of our year round programme.

### Main Responsibilities and Accountabilities

- To Plan, implement and co-ordinate the Mentoring project on behalf of Port Vale Foundation.
- To oversee all operational aspects of delivery including project activities, staff training, staff scheduling, staff recruitment, booking venues, data inputting and health and safety.
- To assist in the recruitment for the contractual target of young people onto the mentoring programme.
- To work with and engage with the community to reach young people, community groups and charities.
- Assist with the administrative and monitoring processes relating to mentoring ensuring all data is recorded accurately and securely.
- To support the marketing and promotion of mentoring related activities.
- To ensure equality of opportunity is afforded to all persons both internal and external, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- Attend contract meetings to sure that the terms and conditions of the contract are being met.
- To be accountable for the welfare of children and vulnerable adults under your responsibility.

### Key Skills & Experience

- Experience of managing a team and working within a team
- Experience of developing and managing a programme.
- Working with young people
- Experience of leading the planning, delivery and evaluation of activities for and with young people.

## General

This is fast paced role will suit someone who has experience engaging and motivating others, coordinating activities such as timetable creation, cohort management, staffing ratios as well as transport/residential booking.

You will be working as part of a wider team to ensure everything runs smoothly whilst making the mentoring programme an enjoyable and meaningful activity, you will be the go-to person for best practice guidelines, quality processes and procedures but will also get involved in developing recruitment ideas to support the mentoring programme and sign ups as well as line management of seasonal staff and creating reports using the internal CRM system.

We are looking for an enthusiastic, reliable team player with excellent communication skills who has experience designing and delivering presentations and engaging young people, someone who can work under pressure and manage multiple priorities at the same time. Experience working within the youth sector is desirable. Due to the nature of the role, all candidates are expected to have a full, clean drivers licence with access to a car, as this role will involve travelling to location sites.

## Person Specification - NCS Project Co-ordinator

	Essential/Desirable	Assessed via:
<b>Relevant Experience</b>		
Previous successful experience of running a community programme/coaching/teaching/mentoring within a youth or sport environment	Essential	Interview/Application
Experience in managing a team	Essential	Interview/Application
Experience working with young people	Essential	Interview/Application
Experience of engaging and inspiring young people.	Essential	Interview/Application
Experience and understanding of the NCS programme	Desirable	Interview/Application
<b>Formal Academic Qualifications</b>		
GCSE Maths and English C+	Essential	Certificates
University Degree	Desirable	Certificates
Youth work qualifications	Desirable	Certificates
<b>Vocational Qualifications and Training</b>		
First Aid & Safeguarding Certificates	Essential	Certificates
Clean Enhanced DBS Check	Essential	Certificates
National coaching qualification endorsed by the sport's governing body	Desirable	Certificates
Health & Safety at Work	Desirable	Certificates
<b>Job Related Skills and Abilities</b>		
Be able to communicate effectively with participants, customers, visitors and staff	Essential	Interview/Application
Good IT Skills, including word processing, spreadsheets and databases	Essential	Interview/Application
Ability to deliver KPIs against project plans on time and within budget	Essential	Interview/Application
Ability to work under own initiative and be pro-active in driving the organisation forward	Essential	Interview/Application
Experience in project reporting.	Desirable	Interview/Application
<b>Physical Requirements and Personal Attributes</b>		
To represent Port Vale Foundation in a professional manner at all times; to include dress, presentation, hygiene, attitude, conduct and professionalism	Essential	Interview/Application
Enthusiasm and passion for working with young people and the local community.	Desirable	Interview/Application
A positive attitude towards professional development and their own learning	Desirable	Interview/Application
Creative in problem solving situations together with a willingness to take on or try new approaches and ideas	Desirable	Interview/Application
<b>Special Working Conditions</b>		
Hold a valid full, clean UK Driving license.	Essential	Application
Required to work evenings and weekends and occasional match days when requested.	Essential	Application
Reliable approach to working hours	Essential	Application

If you would like to apply for this role please complete an application form that can be found at [www.portvalefoundation.co.uk/job-vacancies](http://www.portvalefoundation.co.uk/job-vacancies)

Email the completed application form to [foundation.trust@port-vale.co.uk](mailto:foundation.trust@port-vale.co.uk) or you can send it by post to:

**Job Vacancies  
Port Vale Foundation  
Vale Park  
Hamil Road, Burslem  
Stoke-on-Trent, ST6 1AW**

If you require any more information, please call us on 01782 757066.