



Job Description:

Job Title: Employment Coach/Mentor (Training Ground Programme)

(10-month Fixed Term Contract)

Department: Youth Engagement

Reports to: Youth Engagement Manager

Responsible for: N/A

Salary: £25,000- £26,000, depending on experience

Introduction to AFC Wimbledon Foundation

AFC Wimbledon Foundation aims to fulfil our local community's ever-changing needs by delivering targeted community-based activities. Our core projects focus on alleviating isolation, increasing employment opportunities, improving mental & physical health, strengthening aspirations, and creating a greater sense of community cohesion. The majority of our outreach work uses the power of sport and exercise to achieve these goals, however we also team up with local partners to provide education, employability and health focused outreach work.

Inclusion Statement

For AFC Wimbledon Foundation equality is not about treating everyone the same; it's about ensuring that everyone has equal access to opportunities - through taking into account the differing needs and capabilities of our people.

We will work to address areas of under-representation and disadvantage in all aspects of our operations, activities and services. In practice, this means that we will respect the needs of each and every individual regardless of their differences; and to this end we will deliver our operations, activities and services in such a way so as to ensure that that no one is excluded.

Our commitment to see equality, diversity and inclusion in all areas of our work will only be achieved if we take proactive steps to address areas of under-representation and disadvantage.

As a Foundation we have looked at the areas of EDI that we feel our team need to develop further on. In 2024 we have dedicated ourselves to specific EDI training sessions where we can learn and grow further as a team.

Safeguarding Statement

AFC Wimbledon Foundation is committed to the safeguarding and welfare of all children and adults at risk. The responsibility is shared by all staff and volunteers at the Foundation; safeguarding is everyone's responsibility. We expect our staff to take part in regular safeguarding training to ensure the safety of themselves



and the participants they work with. This includes reporting in a timely manner to our Head of Safeguarding at the Foundation.

At AFC Wimbledon Foundation we want everyone we engage with to feel valued and included. We will support applicants with disabilities and long-term health conditions as part of our application process. If you require any adjustments for the interview please contact ana.miller@afcwimbledon.org.uk and we will do our best to accommodate to your needs in line with Equality Act 2010.

General Trust Accountabilities

- To ensure compliance with all relevant policies, including safeguarding.
- To ensure compliance with the Foundation's Code of Conduct.
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements.
- To build and maintain a good working relations both internally and externally whilst main a professional image at all times when representing AFC Wimbledon Foundation.
- To keep confidential any information gained regarding the Foundation.

Main Purpose of Job

As a member of the 'Training Ground' project, we want you to engage with young people and enable them to reach their full potential with education, training, and employment (ETE) opportunities.

As an Employment Mentor you will help the young people to develop their skills, confidence and offer them guidance when entering the workplace.

The Training Ground programme uses the power of the club's badge to engage with young people in the community. The project will provide one-to-one mentoring sessions and access to wraparound support, including physical activity sessions, employability and life skills sessions.

The programme will provide an opportunity for targeted groups of young people not currently in education, training or employment in Merton and Kingston to access training and work experience to enable them to gain the skills and confidence to gain employment.

The post holder will have experience in working with young people from a range of backgrounds, whilst also building professional relationships with employers and external stakeholders.

The post holder will co-ordinate and deliver one-to-one mentoring sessions for participants, aged 16-24 years old, who are enrolled on the programme. Your role will be to build rapport and trust with participants, and to provide support as they navigate their next steps. In this role you will have to keep track of your young people's progress throughout their time with you, this includes keeping a record of 1:1 conversations.



Sessions will be tailored to each individual person you work with. In these sessions you will cover the essential skills for employment, interview preparation, and the young people will attend sessions that are run at the Foundation.

In this role you will facilitate wellbeing workshops and physical activity sessions to develop improved mindset, healthy lifestyles, mental health, self-care, and exercise sessions. Working with multi-agency partners you will seek to identify the barriers that have prevented young people from engaging in education and employment and help them to develop strategies to overcome these challenges.

We would like a candidate who has a passion for supporting others to achieve their full potential. In particular, being able to help those with considerable barriers to opportunities. You will have excellent interpersonal skills and can build positive, supportive relationships easily.

Responsibilities

- To provide one-to-one employability coaching sessions; in the community, on the sports pitch, and on the phone. Enabling participants to identify, assess, and address barriers to engaging with education, employment, and training, as well as sourcing the most appropriate support and signposting to other services.
- Work with young people to understand their strengths and development areas, creating person-centred, targeted plans to help them achieve positive outcomes. This might include wraparound support that needs to be provided (e.g., support to access housing or mental health services).
- To develop relationships with a broad range of internal and external stakeholders to ensure that a suitably diverse life skills and employability offer that meets young people's needs and abilities is provided.
- To work with local key worker support services to address any barriers to inclusion for young people.
- As required contribute to multi-agency planning and assessments of young people
- To identify meaningful work placement opportunities for young people internally and externally through partnerships with local businesses, and to manage and support work placements through work placement visits.
- Regularly review and monitor the progress of young people on the programme and guide interventions / wraparound support.
- Maintain a record of distance travelled which demonstrates how far the participant has travelled since joining the project, evidencing personal development, increased confidence, and greater levels of motivation.
- To maintain a working knowledge of education, safeguarding and effective practice in supporting young people into education, training and employment.



- To hold knowledge of the regions (Merton and Kingston) in which we work to maintain an up to date working knowledge of education and training providers and employers locally and ensure that young people are referred and supported into appropriate EET provision.
- Work closely with the Safeguarding Manager to ensure all cases and participants receive appropriate support.
- Compile and submit monthly information to the EFL Trust Project Manager on the progress of the young people they are working with. Maintain full and accurate case records within appropriate timescales using the case management system.
- Attend training events, supervision meetings and other team, formal and informal meetings as required to contribute to professional, service and self-development.
- To ensure good quality case studies and stories are shared with our Communications Manager to support the promotion of the programmes.
- Fulfil other duties such as are required from time to time.

Key Internal Relationships

- Youth Engagement Manager
- Health and Wellbeing Lead
- Safeguarding Manager

Key External Relationships

- The EFL Trust.
- Community stakeholders and referral agencies.
- Schools, colleges, and training providers.
- Employers and local businesses.

Selection Criteria

Essential:

- Background /qualifications in youth work and or mentoring or employability.
- Experience of providing support to young people with complex needs in both one-to-one and group settings.
- Experience of working with young people to create and follow action plans.
- Experience of designing and delivering interventions to address barriers to education, employment and training.
- Effective and creative engagement skills with young people.



- Experience of mentoring, using coaching tools, conducting assessments and providing group/individual support.
- Good IT skills, particularly Microsoft Excel, and Outlook.
- A high level of organisational skills with the ability to schedule and review work effectively and balance conflicting demands.
- Ability to review, monitor and evaluate casework and address relevant issues to ensure effective outcomes.
- High levels of emotional intelligence and empathy.
- Knowledge and understanding of and commitment to anti-discriminatory practice.

Desirable:

- Experience of advocating on behalf of young people.
- Experience of coordinating services for young people.
- Experience of job brokerage/matching.
- Experience of working with referral agencies and stakeholders.
- Familiarity with community clubs and the work of the English Football League Trust.
- To be flexible about working hours, including evenings and weekends.

Personal Qualities:

- Passionate about young people and with a belief in their potential.
- Have a genuine respect for the views, talents, and expertise of others.
- Lead by example and act with integrity at all times.
- Ability to innovate and inspire with a willingness to take calculated risks and challenge the norm.
- Committed to continuous improvement, strive to deliver the best possible outcomes.
- Possess a can-do attitude to all tasks and willing to go the extra mile for young people.

To Apply

Send a copy of your up to date CV and a covering letter detailing your suitability for the role to ana.miller@afcw.org.uk

The **closing date** for applications is **13th May 2024**.

The **interviews** will take place in **WC 20th May**.

Suitable candidates may be contacted for interview earlier.