



JOB TITLE: Lead Youth Mentor

RESPONSIBLE TO: Head of Community Development

SALARY: Dependent upon qualifications and experience £22,308 - £27,000

WORKING HOURS: 37.5 hours per week including evening and weekend work

BASED: Pompey in The Community, Anson Road, Portsmouth, PO4 8TB

DURATION: 1 Year fixed term (March 2026) (possible extension subject to funding)

HOW TO APPLY: Please send CV and cover letter addressed to HR via email to HR@pompeyitc.org.uk or post to: HR Officer, Pompey in the Community, Anson Road, Portsmouth, PO4 8TB

ABOUT THE ROLE:

Working with key partners from the local statutory service, you'll provide a mentoring service to young people aged 12-16 years old from marginalised backgrounds as part of our Kicks and Inspires programme. Key delivery will include areas such as aspirations, personal development and citizenship to help support young people to remain in education, promote positive and healthy choices and reduce risks associated with anti-social behaviour and social isolation.

RESPONSIBILITIES AND DUTIES:

- To work with key partners including Portsmouth Constabulary and Portsmouth Youth Justice to engage young people referred to the scheme, arranging initial contact and subsequent sessions at a mutually agreed venue.
- To provide one to one mentoring to the young people referred to the service both inside and outside of curriculum time.
- To appropriately plan and organise outcomes-focussed activities to engage young people during sessions, underpinned by methods of supporting young people to overcome individual social, educational and emotional barriers and create 12 to 24 week personal development plans for the future.
- To establish a positive and interactive relationship with each young person.
- To help each young person to develop or begin to develop life skills and to accomplish specific goals.
- To provide awareness of community, educational and economic resources available to young people and their families, and how to access these resources.
- To monitor the progress of each mentee and complete the appropriate monitoring and evaluation documentation.
- To develop links and relationships with schools/colleges, community groups, other youth organisations and potential employers for supporting young people's progression.
- To gather monitoring and evaluation data from each young person/mentee.
- The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.
- Support with the PFC and PWFC match day related activities.

General

- To comply with all PiTC policies and conditions of service as laid out in the Staff handbook and amendments.
- To ensure a positive working environment and to assist in the general running of the organisation.
- All employees and volunteers are expected to work as a team by actively sharing and exchanging information across the organisation, attending staff meetings when asked and working together with other staff when roles and interests overlap.



- To undertake training as required and agreed through supervision, to build up specialist knowledge and experience in meeting the needs of young people.
- To be aware of the Health and Safety at Work Act and other legislation as appropriate including the Equality Act 2010 with particular reference to the protected characteristics.
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by management.
- To be flexible to work across the week which will include evening and weekend work.

QUALIFICATIONS & EXPERIENCE

ESSENTIAL CRITERIA

- A recognised qualification in Youth Work or a minimum of 3 years' experience working with disengaged young people facilitating youth work, mentoring, advice or guidance.
- Excellent written and oral communication skills and presentation skills.
- Experience in the delivery of youth initiatives focussing on good relations, citizenship and personal development.
- Experience of working with the community and voluntary sector.
- Personal commitment to addressing the needs of the most socially excluded young people and those who are not in education, training or employment.
- Extensive knowledge of safeguarding practice and reporting.

DESIRABLE CRITERIA

- Proven track record in assisting young people reduce personal barriers to education, training and employment.
- Experience of using evaluation tools/outcome measures to monitor the impact of youth work.
- Current, clean, driving licence with access to own vehicle.
- Experience of collaborative work with external stakeholders including the local authority, Police and other youth services.