**Job Description**

# Section A: Job Profile

The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | Strive Youth Mentor |
| Salary: | £34,434 - £37,280 |
| Grade: | Grade 9  |
| Type:  | 12 month temporary contract ( with the possibility to extend based on funding) |
| Hours: | 37 per week with flexible working in place  |
| Team: | The Targeted Youth Support Service - The Strive project  |
| Service Area: | Youth Partnership Services, Children’s Service  |
| Primary Location: | Flexible locations across the county. Office base at County Hall, Oxford OX1 1ND.  |
| Budget responsibility: | N/A |
| Responsible to: | Strive Team Manager |
| Responsible for: | No direct line management responsibility  |
| Political Restricted Post: | No  |

## Job Purpose

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| The **Strive Youth Mentor** plays a vital role in supporting young people who are at risk of serious violence, exploitation, and offending. The Strive project is an exciting new initiative funded by t Thames Valley Office of Police crime Commissioners’ Prevention Partnership and seeks to reduce serious violence in Oxfordshire by engaging with vulnerable individuals aged 11–18 who face significant risks and complex challenges.In this role, you will build trusted relationships that foster positive change, working collaboratively with key partners and stakeholders across sectors. You will plan and deliver impactful one-to-one sessions and tailored interventions that respond to each young person’s unique needs. Through this, you will help them identify their aspirations, interests, and personal goals, laying the foundation for meaningful and lasting change. |

## Job Responsibilities

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| * Build trusting and supportive relationship with each young person, serving as a constant pro-social influence.
* Establish clear boundaries and challenge inappropriate behaviour, in line with anti-oppressive practise.
* Model high quality practise by developing and delivering personalised mentoring plans tailored to the individual needs and goals of each young person.
* Encourage young people to realise their aspirations and to recognise personal strengths and abilities.
* Manage your own caseload of young people referred to the Strive Project
* Deliver interventions in a range of settings, including home, schools and community settings.
* Collaborate with a wide range of professionals, including, youth and community organisations, drug and alcohol services, Family Help, police, health, education, Youth Justice and other internal social care teams.
* Embrace a multi-agency approach, demonstrating flexibility and a commitment.
* Support positive change within the wider family by indirectly guiding and signposting parents and maintaining regular communication on progress.
* Act as a key advocate for the young person, contributing meaningfully to social care plans and ensuring their voice is central to decision-making.
* Demonstrate persistence and creativity in engagement strategies, adapting approaches as needed and maintaining a “never give up” attitude.
* Work with partners to create new opportunities for young people to gain skills, experiences, and confidence.
* Commit to continuous learning and reflective practice, including regular supervision and peer reflection sessions.
* Maintain accurate and timely records of all sessions and interactions with young people on social care systems.
* Uphold safeguarding procedures and ensure the safety and wellbeing of all young people.
* Attend multi-agency and partnership meetings, advocating for good partnership working and representing the project.
* Initiate and work with colleagues in the council to maximise the opportunities available to young people.
* Liaise closely with police, health, youth justice and internal statutory services to collate data and information to evidence the young person’s progression.
* Facilitate the engagement with specialist organisation’s and make referrals where necessary on behalf of young people.
* Ensure up to date records of all management information data collection requirements, records of work maintained, and administrative and financial reports are made and submitted within required timescales, including report writing.
* Provide evidence of the outcomes for young people and communities, including using STAR and feedback systems.
* Ensure that in all respects of direct service delivery, relevant policies and good practice are adhered to, including safeguarding, health and safety, equality and diversity, finance, participation, and your own professional development.
* Be an effective member of the Strive project by establishing supportive working relationships with colleagues and contribute to the projects’ development and delivery
* Plan and book meetings, do your own administration, keep accurate records
* Attend regular training and development opportunities to maintain an up-to-date knowledge of all relevant policies, local and national policy and best practice.
* A flexible approach to work including willingness to take on tasks outside of the normal remit.
* When needed work irregular or unsociable hours
* Ability to travel to meetings and a range of work settings across the county with ease.
* Any other duties as may be deemed necessary to carry out the full remit of the role.
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* *Be kind and care*
* *Equality and integrity in all we do*
* *Taking responsibility*
* *Daring to do it differently*

*Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.*

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| **Qualifications** |  |
| 5 grade C GCSE’s (or equivalent) including English and maths | A,I |
| Minimum JNC Level 3 certificate/Diploma in Youth and community work OR qualifications relevant to youth work/youth services delivery OR equivalent experience. | A,I |
| Evidence of continuous professional development | A,I |
| **Experience** | A,I |
| Experience working with vulnerable young people in a mentoring, youth work, or support capacity. | A,I |
| Experience working with complex social needs and disadvantage. | A,I |
| Experience managing complex behaviour and needs. | A,I |
| Experience in delivering person centred 1-2-1 sessions with young people. | A,I |
| Experience in advocating for young people. |  |
| Experience in report writing. | A,I |
| **Knowledge** |  |
| Strong understanding of safeguarding principles and procedures. | A,I |
| Understanding of trauma, exploitation, and the impact of adverse childhood experiences. | A,I |
| A good understanding of neurodiversity and special educational needs. | A,I |
| Understand the principles of trauma informed practice. | A,I |
| Understand the issues that affect young people’s lives. | A,I |
| **Skills** | A,I |
| Ability to build rapport and maintain professional boundaries with young people. | A,I |
| Excellent communication and interpersonal skills, with the ability to build rapport and trust with a range of partners and key stakeholders. | A,I |
| Good problem-solving skills. | A,I |
| Creative and flexible approach to engagement and problem-solving. | A,I |
| Ability to work flexibly, independently, and as part of a team. | A,I |
| Ability to maintain detailed and accurate records and manage sensitive information with confidentiality in line with GDPR policy. | A,I |
| Good IT skills including Microsoft Office, Excel and experience of using databases. | A,I |
| Ability to write plans, recordings, case studies, reports and evaluations. | A,I |
| Commitment to safeguarding and promoting the welfare of children and young people. | A,I |
| Able to build strong partnerships and communicate effectively with internal and external agencies such as police, health, social care teams and youth justice. | A,I |
| Equal Opportunities & Anti-oppressive practice:* Passionate about young people’s equality.
* Understand the principles and concepts of equal opportunities and translate these into practice
* Confront, and where appropriate report, inappropriate language or behaviors, including bullying, harassment or discrimination
 | A,I  |
| **Specific Requirements** |  |
| Satisfactory Disclosure and Barring Service (DBS) check | A,I,D |
| Able to work across geographical areas as required, including remote locations. | A,I |
| Ability to travel to and access a variety of locations across the County with ease.Flexibility in working arrangements/locations/hours to meet operational requirements, including evenings and weekend work where required. | A, I,  |
| Desirable Criteria | Assessed By: |
| Knoweldge of the County, community groups and key stakeholders. | A, I  |
| Experience of working in multi-agency settings | A,I |
| Knowledge of social care systems and youth justice processes. | A,I |
| Experience in reflective practise | A,I |
| Experience of managing caseload  | A,I |
| Knowledge of statutory services, interventions and their thresholds for children and young people  | A, I  |
| JNC and Level 6 BA (hons) degree in Youth & Community Work OR other qualifications relevant to youth work/youth services delivery | A, I  |
| Knowledge of up-to-date youth issues and youth work trends  |  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| --- | --- | --- | --- |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [x]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [x]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [x]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| --- | --- |
| [x]  | Other (please specify): Working Unsociable Hours, including evenings and weekends  |

April 2025