



**Do you want to join the most exciting social enterprise in East Anglia?**

**Then look no further, as Your Own Place is looking for a  
Mentoring Project & Engagement Worker**

Hello!

Fancy being a part of a small, but high impact and professional team? Fancy having fun, pushing yourself and being part of a team with values of **equality**, **professionalism** and working **restoratively**?

Have you always had a passion to give something back at the same time as working for a small social enterprise that is unique in the way it works? Maybe you want to further your own career by supporting people in transition to independence, whilst being given a free reign to be entrepreneurial and have a massive impact on a homegrown social enterprise.

If that sounds like you, then we want you, because you will live, work and breathe these values. The way we talk **to** people is the way we talk **about** people. We are honest, open, free of blame and believe everyone deserves at least a second chance - and probably a third and fourth one too!

If you're interested we invite you find out about us through our social media accounts, website and speaking to people - because this is how we communicate. You'll see that we're a bit different in how we work.

We start from an asset-based approach. That means we see all the positive experiences that everyone has and build on these in place of a deficit approach. People are full of aspiration and it is our ambition to help them achieve what THEY want.

We are relentlessly positive and our door remains open.

We are looking for a new team member that shares these values, cares deeply about working hard and accountably to develop people and to achieve our ultimate aim of preventing homelessness.

We're also a social enterprise and therefore seeking sustainable ways of sourcing revenue by working as equals with the business community and other partners. Your Own Place is going places and we want you to be a part of our journey. Every relationship is best when it's a 'win-win' and that's why we want you to get as much out of this role as you put in. You too will be of equal worth and have the potential to really influence not just other people's lives, but the future of an exciting social enterprise.

We look forward to hearing from you.

Rebecca White – CEO & Founder

Job Description



### **Job Description**

- This is a new role within Your Own Place for which you will receive an induction and high quality professional development. You will be the face of the Mentoring Engagement as well as the Your Own Place Advisory Board (YOPAB), working closely with our fabulous Mentoring Trainer. You will recruit and match mentees as well as support their mentoring relationships. Alongside this you will support YOPAB across Your Own Place to have a voice in our design and delivery.

### **Mentoring Project & Engagement Worker - you will:**

- Work with the whole team to identify referral partners and build new and different relationships and mechanisms to receive the right referrals.
- Oversee the matching of mentors and mentees.
- Use the online database, Lamplight to capture inputs, outputs, outcomes and impact.
- Use Trello to monitor the matching phases and keep track of progress.
- Co-deliver Mentoring Training of the highest, innovative, creative and engaging quality to groups of ten people from all backgrounds.
- Support TILS+ trainers where necessary.
- Work with the Administrator to ensure records are kept up to date and mentors and mentees are kept safe.
- Coordinate the Your Own Place Advisory Panel (YOPAB), which includes working closely with young people in a number of workshops throughout the year and coordinating their attendance.
- Work with our delivery partner The Participation People to ensure the smooth running of the YOPAB workshops and help to co-design and deliver workshops.
- Ensure that Health & Safety rules are followed, a Code of Conduct established, clear boundaries adhered to and that mentors and mentees are catered for in every way.
- Be responsible for following all systems relating to the recruitment and

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matching of mentors and mentees.

- Be responsible for reporting to the CEO.
- Take part in and contribute to any evaluation of our projects.
- Help to write interim reports and communicate regularly the team.
- Assist with keeping track of the budget relating on all aspects of the project.
- Be compliant with monitoring and evaluation requirements including project milestones.
- Help to generate ideas in the promoting and marketing of the project.
- Help to organise and attend catch-up events for Volunteer Mentors as well as celebration events.
- Support Mentors day-to-day with issues that arise during mentoring relationships.
- Take the lead for being on call for Mentor and Mentee meetings after hours (infrequent).

## Details

- You will be asked to complete a 'How Your Own Place are you?' online questionnaire, to understand more about your values.
- You will be invited to interview involving a fifteen minute dynamic presentation to a mixed panel of professionals and beneficiaries.
- On successful completion of the interview, we will take up references.
- Upon successful completion of the references you will undergo an enhanced DBS check.
- You will receive an induction pack and induction period.
- This post is based in Norwich at The Training Flat.



## **Salary and terms and conditions**

- To start with this is a one-year fixed term contract from 1st July 2019 until 30th June 2020. There may be the possibility to extend this contract.
- The annual salary is £22,964
- The annual leave entitlement is 26 days rising one day a year up to a maximum of 33.
- Your Own Place is a part of the government pension scheme and will make the pension contribution at 3%.
- A car is required for these opportunities and business fuel costs will be covered at HMRC rates.

## **Working pattern**

- This job will generally be carried out Monday to Friday between the hours of 9am - 5pm. It will be a 37 hour working week.
- However, there is the expectation of some evening and weekend working as well as being on call by telephone.

This post is subject to an enhanced DBS check, proof of right to work in the UK, two references and the Rehabilitation of Offenders Act 1974.

**Closing date – 9th May 2019**

**Interview – Interviews will take place on 20th May 2019**

It will include a fifteen minute presentation, the details of which you will receive in advance.

To apply for this position click on this for a link to the [application form](#) and this link for our [values questionnaire](#). Then please complete our [Equal Opportunities Monitoring Form](#).

CVs will not be accepted.

Please direct any enquiries to:

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