

**Mentor Coordinator (Dublin North Part-time 3 days per week)**

**Le Chéile Mentoring**

Le Chéile Mentoring works to make positive changes in the lives of young people who offend and their families, through the provision of Mentoring, Family Support and Restorative Justice Services. We provide tailored and flexible services with young people at the core. We work in partnership with the Probation Services and other agencies to reduce the level of crime in the community.

**Our Vision**: For every young person at risk - the right supports at the right time, to make the most of their lives.

**Our Mission**: Le Chéile Mentoring is a national, volunteer mentoring and family support service, which works with young people and their families, where the young person is involved in or at risk of offending.

For more information on Le Chéile, visit [www.lecheile.ie](http://www.lecheile.ie)

**The Role of the Mentor Coordinator**

The Mentor Coordinator’s role is to coordinate a mentoring service in their region for young people and parents/carers, who have been referred by the Probation Service. This post specifically focuses on referrals for young people for youth mentoring.

The Mentor Coordinator recruits suitable volunteer mentors and matches them with young people. The coordinator provides ongoing support to the mentor/mentee relationship through training, resources and supervision.

**Reporting to:** Eastern Regional Manager.

**Working relationships:** The Mentor Coordinator will work closely with the Eastern Regional Manager and the other part-time Dublin North Coordinator, as well as the Probation Service personnel in the region and other Le Chéile staff.

### **Principal duties and responsibilities**

**1. Recruitment & Training**

* Recruiting, selecting, training and maintaining a core team of volunteers

at any one time.

* Organising information evenings, advertisements and recruitment campaigns to select new volunteers on a needs led basis.
* Providing induction training to all volunteers.
* Providing ongoing training to volunteers following a training needs assessment.
* Recruiting and training adequate numbers of Parent Mentors in your region.
* Responding promptly and professionally to enquiries about volunteering.

**2. Volunteer Support & Supervision**

* Providing fortnightly telephone calls to volunteers.
* Providing 2 individual supervision/appraisal sessions to each volunteer per annum.
* Providing regular group supervisions to Mentors annually.
* Providing appropriate challenge and support to volunteers through supervision
* Ensuring that volunteers are clear about Le Cheile policies and procedures and are following them.
* Organising formal and informal volunteer recognition events throughout the year.

**3. Staff Support and Supervision**

* Management and support of staff reporting to them if required.
* Ensure that all staff receive regular support and supervision, performance management and annual appraisals.
* Ensure staff training needs are identified, responded to and that learning is promoted.
* Management of the recruitment and induction process for new staff.

**4. Policy & Quality Standards**

* Ensuring all Policy and procedure guidelines are followed.
* Maintaining and updating all case files and paperwork
* Keeping the case management system database updated on a weekly basis with case notes.
* Providing statistical reports to Management on a monthly basis.
* Ensuring that all paperwork is received on a weekly/monthly basis from volunteers.
* Ensuring that expenses forms are submitted to the Accounts Dept on a regular basis.
* Having the ability to disengage volunteers if necessary.
* Contributing to the ongoing review of Le Chéile policy and procedures.

**5. Networking & Securing Referrals**

* Pro-actively ensuring that adequate numbers of referrals are received from YPP.
* Matching, managing and overseeing all volunteer and young person relationships.
* Organising and attending case review meetings in line with Le Chéile policy.
* Liaising regularly with YPP officers and attending team and local management meetings.
* Attending monthly Probation Team Meetings.
* Ensuring all referrals received by Probation have been responded to within 3 days.
* Ensuring all referrals are suitably matched.
* Developing a positive working relationship with the Senior Probation Officer
* Developing a positive working relationship with all Probation Officers.
* Positively promoting Le Cheile and all its service to the Probation Service, IYJS agencies, judges, and any other interested and relevant parties.
* Working closely with Le Chéile staff locally and nationally and attending all Le Chéile training, supervision and other organised events.

**6. Case and KPIs Management and Programme Delivery**

* Ensuring that KPI’s are met in relation to your region.
* Updating records of all cases on a monthly based, for internal and external statistical purposes.
* Promoting, supporting and delivering Parent and Family support programmes in the region including Strengthening Families, Parents Plus and Non-Violence Resistance Programmes.
* Ensuring that Le Cheile’s Child protection policy is always adhered to in your region.
* Reporting Child protection concerns as a mandated person under Children First
* Promoting, supporting and assisting with Restorative Justice programmes in the region.
* Liaising with management and evaluators to ensure successful completion of evaluations.
* Facilitating and delivering programmes as necessary on a needs led basis in the region.
* Pro-actively investigating regional needs and assisting in developing KPI’s.
* Any other duties as requested by the project to ensure full-service uptake and delivery.

**7. Budgeting**

* Accurate records to be kept in relation to budget spend and manage within budget limits.
* Petty cash accounts to be accurately maintained and submitted to account department.
* Other duties may be determined by Le Cheile management from time to time.

**8. Requirements of all Le Chéile staff**

* Commitment to the vision, mission, values and policies of Le Chéile.
* Participate in regular supervision with your manager and report any matter of concern in a timely manner.
* Identify your training needs with your line manager and participate in relevant training opportunities.
* To be flexible regarding working hours to meet the needs of the work, including some evenings and weekends. Working during unsocial hours is required.Flexibility will be required.

Other Duties appropriate to the role as may be required from time to time.

**Note:** This Job Description will be reviewed and updated in line with the needs of the work and Le Chéile.

### **Person Specification**

**Qualifications & Experience:**

**Essential Requirements**

* Recognised qualification in one of the following Youth and Community Work, Social Work, Psychology, Social Science or other related area.
* 3 years full time paid experience of working with young people/ families.
* Project Management Experience.
* Case Management Experience.
* Record keeping and report writing experience.
* Experience of recruiting and training volunteers.
* Experience of supporting and supervising volunteers or staff.
* Clean Driving License and own car.
* Candidates will be subject to Garda vetting and must be of good character.

**Desirable Requirements**

* Understanding of and experience in delivering and facilitating training/programmes related to Mentoring, Parenting and Family Support.
* Experience in and understanding of the youth justice system, the Probation Service and or youth work.
* Budget Management Experience.
* Good level of computer literacy .

**Skills:**

* Communication and interpersonal skills (written, verbal and listening).
* Facilitation and Programme delivery skills.
* Group management and Supervision Skills.
* Organisational, planning and administrative skills.
* Analytical, decision making and problem solving skills.
* Effective presentation skills.
* Effective negotiation and mediation skills.
* Computer skills including the ability to use word-processing programs.
* Ability to work as part of a team within le Cheile as well as working with other agencies and to develop professional relationships and networks.

**Attributes**

* Strong interest in young people and diversion from crime.
* Positive, pro-active, solution focused, flexible, energetic, innovative, respectful.
* Adhere to the goals and ethos of Le Chéile and Young Person’s Probation.
* Possess cultural awareness and sensitivity.
* Must maintain strict confidentiality in performance of duties.

### **Terms of Employment**

**Salary:** The salary range for this post is €43,000 to €55,000 per annum which is

€ 26,150 to € 33,450 pro-rata.

**Annual Leave:** 25 days per annum plus 1 day per year of service up to a maximum of 30 days. (Pro rata: 15 Days)

**Location:** Probation Offices, Ballymun, Dublin

**Term of Contract**: Indefinite duration

**Probation:** A probation period of 6 months will apply. This period may be extended at the company’s discretion.

**Hours:** 22.5 hours per week. It will be required to work Wednesday to Friday. Co-ordinators will be required to work occasional evenings and weekends. Flexibility will be required.

**Responsible to:** Eastern Regional Manager