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| **Person Specification – Mentor Coordinator** |
| **Essential** | **Desirable**  |
| Resilient  | Experience of working with young people in care or care leavers |
| Ability to form trusting relationships with young people | Experience of mentoring |
| Enjoys working in partnership with volunteers and other community organisations |  |
| Self-motivating and self-administrating |  |
| Experience of coordinating a project |  |
| Experience of managing, motivating and supporting volunteers or staff |  |
| Understanding of Safeguarding Procedures |  |
| Understanding of the issues faced by young people in care and care leavers |  |
| Minimum of 2 years’ experience working with vulnerable and disengaged groups |  |
| Experience of delivering training |  |
| Ability to develop strong working links and partnerships with other agencies. |  |
| Car driver and has the sole use of car for work |  |
| Ability to engage with young people |  |
| Passionate and committed to improving the lives of young people in care |  |
| Open minded |  |
| Non-judgemental and non-assuming |  |
| Ability to be solutions focussed and has a “Can Do” positive attitude |  |
| Excellent listening, communication, and organisational skills |  |
| Ability to write and present reports |  |
| Ability to use Microsoft Office, Word, Excel, PowerPoint |  |
| Ability to use social media and manage social media groups |  |
| Ability to make presentations to groups and professionals |  |
| Ability to lone work/remote work |  |
| Good team player, willing to cover and support team |  |
| Flexible and adaptable to changes in service requirements  |  |
| Prepared to work evenings and weekends as and when required |  |