



We are Salford Foundation

We're a charity providing opportunities for young people and adults to create better futures. We want to create a fair society in which everyone has the opportunities and resources to reach their full potential.

We've been helping people in Salford, Greater Manchester and the North West since 1989. By creating the right mix of opportunities, relationships and resources with people, we believe that everyone can reach their full potential. Last year, we helped over 12,000 people to do this. People are at the heart of all our work, shaping and co-creating what we do. We have a fantastic network of businesses and volunteers helping us to achieve our goals.

Whilst our work varies and we always remain agile to meet changing needs, we have four broad areas of operation:

- **Aspirations and Opportunities** - Projects that promote young people's personal, social and vocational development.
- **Targeted Youth Support** - We provide intensive support to young people facing significant additional challenges caused through issues such as exclusion, violence, exploitation and family conflict.
- **Women's Services** - Projects which help women experiencing complex and multiple challenges to progress and change. This includes work with female offenders and survivors of domestic abuse.
- **Targeted Adult Support** - We provide intensive support to adults facing substantial barriers to their full participation in society due to issues such as offending, worklessness, poverty and health challenges.

Thank you for your interest in joining our team. We strive to ensure fair and unbiased recruitment processes, treating all applicants equally and valuing diversity in our workforce.



Primary School Mentor

Team:	Blocks
Department:	Targeted Youth Services
Competency Framework:	Level 1
Reporting to:	Project Manager
Location:	Foundation House, Salford plus two Manchester Primary Schools
Salary Band:	£22,000 - £23,500
Hours:	Full time (35 hours per week)
Contract:	Fixed term contract – until September 2025
Deadline:	Monday 2nd September 5pm
Application Method:	CV and 1 page statement outlining how you meet the person specification emailed to recruitment@salfordfoundation.org.uk

Introduction

Salford Foundation are seeking to recruit an experienced Co-ordinator to support young people aged 8-12 who have experienced trauma and are at risk of making negative choices. The programme will help provide young people with the tools to transition to secondary school effectively and support them through the changes that transitions bring. The programme is currently new to Salford Foundation and we would expect the co-ordinator to create, develop and implement the programme in line with current lessons learnt from other programmes.

You will provide them with a range of learning and development opportunities, mentoring and coaching and positive activities designed to increase aspiration and resilience. You will support them in reducing the risk of young people making negative future choices.

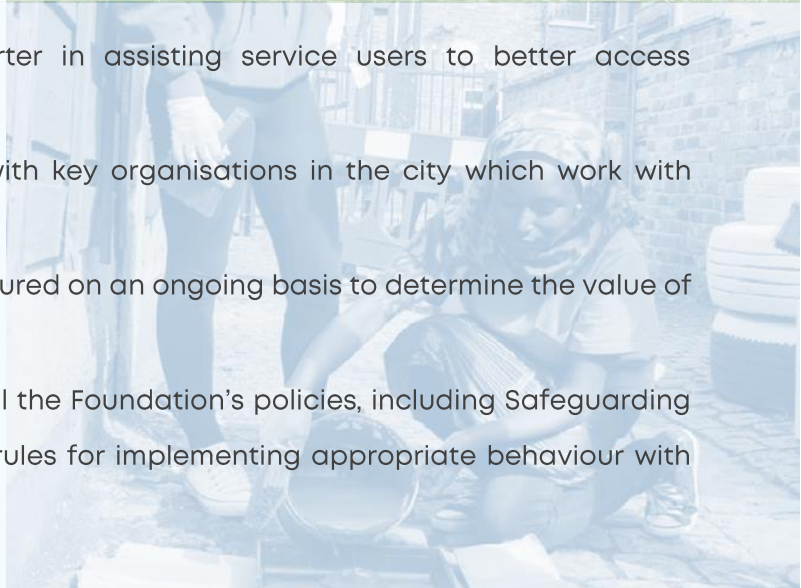
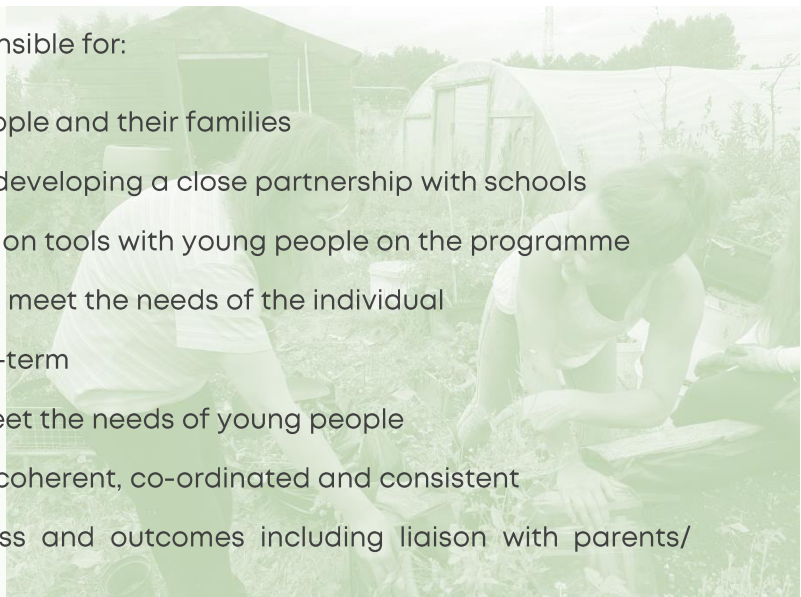
The programme is part of Greater Manchester's Violence Reduction Unit's funding round and works closely with an evaluation partner to understand the success of the programme and the opportunities for next steps.



Key tasks & responsibilities





In particular the post-holder(s) will be responsible for:

- Building relationships with young people and their families
- Facilitating referral procedures and developing a close partnership with schools
- Completing research-based evaluation tools with young people on the programme
- Ensuring interventions are tailored to meet the needs of the individual
- Ensuring behaviour is sustained long-term
- Engaging in multi-agency work to meet the needs of young people
- Ensuring the support for the client is coherent, co-ordinated and consistent
- Tracking and monitoring of progress and outcomes including liaison with parents/families
- Acting as an advocate or supporter in assisting service users to better access mainstream services
- The maintenance of relationships with key organisations in the city which work with young people on the programme
- Ensuring evaluation evidence is captured on an ongoing basis to determine the value of the service to users
- Implementing and complying with all the Foundation's policies, including Safeguarding Policy and procedures and ground rules for implementing appropriate behaviour with children, young people and adults



Competencies Framework – Level 1

Level 1

Caring	Leadership	Risk	Communication	Teamworking	Creativity	Professionalism
						
Is able to demonstrate empathy and show compassion when working with and/or supporting people	Understands the charity's vision and values and understands their role in delivering that vision	Keeps manager informed about what they are working on, highlighting any risks or issues that could affect them, our clients or the organisation	Is approachable and uses language that is inclusive, non-judgemental and inspiring when communicating	Contributes and is committed to the team and the team's priorities	Recognises when a change arises and takes appropriate action	Demonstrates personal accountability and effective work habits (e.g. working effectively with others, managing time/workload, punctuality, maintaining required service levels)
Treats themselves and others with kindness, care, and attention	Committed to achieving the best outcomes and results	Weighs up the pros and cons of possible actions, thinking about potential risk and using this to inform decisions	Actively listens and encourages others to participate and express themselves	Understands own role within the team	Consults and works with other to find different options and solutions	Acts with honesty and integrity
Responds to requests for care and provides support promptly and efficiently	Positive role model and provides peer support to others	Seeks guidance from colleagues/ managers/ relevant professional bodies	Records and responds to service user and stakeholder voices	Creates positive working relationships with others, recognises when others need help	Responds positively to change and is open to new and creative ways of working	Customer service – meets commitments effectively and efficiently and delivers results on time
Embodies Salford Foundation's 'many hearts creating one community' approach to equality, diversity and inclusion	Open to feedback, coaching and support to grow and develop	Feels comfortable to alert management to situations that may cause harm to the organisation	Adapts their language, style, tone, and content to meet differing audience needs	Celebrates the achievements of the team	Feels empowered to try innovative ideas	Takes ownership of own learning and development, asking for help when needed
Understands and respects the diverse needs of others	Acts as an ambassador for the charity, communicating positively and passionately about our work	Understands and follows organisation's policies and procedures	Communicates success (e.g. case studies, positive news) Records information clearly in accordance with procedures and systems	Values contributions from other team members Understands the contexts within which the team operates	Curious and willing to strive to implement improved ways of working	Safeguards the assets of the organisation, and is careful with all types of resource



Person specification

Knowledge

Essential

- Knowledge and understanding of the challenges faced by young people,
- Knowledge of support services for young people and their families
- Understanding of Child Protection, health and safety, and anti-discriminatory practices

[Click here to enter text](#)

Desirable

- An understanding of the challenges faced by young people through transitions.

Experience

Essential

- Minimum 1-year experience supporting vulnerable young people
- Experience completing detailed case notes to a high standard
- Working towards personal targets

Desirable

- Experience of working in education or community organisations
- Experience administering evaluation tools with young people

Skills

Essential

- Excellent time management and organisational skills
- Excellent interpersonal skills
- Excellent standard of communication
- Ability to use MS Teams and Outlook competently

Desirable

- A commitment to your own personal and professional development

Special Conditions

- **Qualifications:** None
- **DBS and reference requirements:** Enhanced-level DBS check will be completed by the employer
- **Evenings/ weekends and TOIL:** Successful candidates will be expected to work occasional evenings and weekends, for which time will be given back in lieu
- **Transport:** Driving license preferred due to working across multiple sites.
- **Successful completion of a 6-month probationary period**



Welcome to our team!

As a valued member of our team, you get:



6% Pension Contribution

We contribute a generous 6% of your annual salary into your pension scheme (double the legal requirement)



Holidays

23 days off per year + 8 bank holidays. You'll get an extra day's holiday for each year you work with us (up to a max of 30 days). *Pro-rata for part-time staff*



Travel

Your car is important to you and us – keep it safe in our free, secure on-site car park at our main office. We pay 45p per mile when you're driving as part of your job. You can also get help towards the cost of a new bike with the Cycle to Work scheme.



Happy Birthday!

Enjoy your birthday with an extra day off and £10 to spend at [amazon.co.uk](https://www.amazon.co.uk) as a gift from us.



Freebies, deals & discounts

Free access to 100's of discount codes at [charityworkerdiscounts.com](https://www.charityworkerdiscounts.com) You can also access further deals and discounts through [priority.o2.co.uk](https://www.priority.o2.co.uk)



Happy Christmas!

Celebrate the successes of the year at our free staff meal. Also, we're closed over the Xmas period so you get a proper break, (using 3 days' holiday). ☺ Enjoy

Hybrid and flexi working

For most roles, you will only be required to work from the office 2 days out of 5. You can work from home on the other days. Enjoy further flexibility on your start and finish times and the length of your lunch with our flexi working arrangements. All of this is great for your work-life balance.

Your opinion matters

We have an active Workplace Engagement Group and other opportunities to influence and change our charity. We have a staff-led Equality, Diversity and Inclusion Group and conduct an annual staff survey.

Make a Difference

Be a part of changing people's lives for the better every day you come to work! 98% of our team say they are proud or very proud of the difference their work makes. (Staff survey, 2022).

Stay Healthy

Your health and wellbeing matter to us. You can take a 'wellbeing hour' during work hours each week. We run regular wellbeing activities and you can be supported to create your own wellbeing plan. Counselling support is also available when life or work gets particularly challenging.

Stay Social

We hold regular social events and lunchtime activities. We also have an annual staff Away Day.