

Job Description – Support Mentor

Vacancy

Full time (up to 37.5 hours – hours can be flexible).

Reporting to: Managing Director

Based: Mix of home working and based in Bishop Auckland, County Durham

Contract: Permanent

Salary: £21,450 (based on full time hours)

Benefits: 28 days holiday plus 3% employer pension contribution.

Purpose

The Support Mentor role will include supporting our Keeping People Connected service, Creative Placements project, E&O Project, and various other projects and services we deliver, with the aim of reducing inequalities and removing barriers for adults with learning disabilities and/or autism and supporting people to build confidence, improve their wellbeing, and access work experience, training, volunteering and paid employment opportunities.

Main Duties

- Engage, mentor and support adults with learning disabilities and/or autism with personal development and goals.
- Develop, facilitate, and deliver group support for adults with learning disabilities and/or autism including workshops, training courses and work experience.
- Create session plans that meet the needs of the people we support which can be delivered in person and virtually, including producing easy-read materials.
- Provide 1-1 mentoring and support, both in person and using a range of communication methods and support people to access these, including via phone, text, email, and social media.
- Promote Bridge Creative's projects and services to create referral routes into the organisation and increase capacity.
- Support people with work, social and life skills including confidence-building and teamwork.
- Participate impact measuring, including supporting people to complete surveys, attend advisory board meetings and complete case studies.
- Provide work placement support both digitally and in-person for adults with learning disabilities and/or autism including at events and festivals.
- Use creative and flexible approaches to motivate and engage people.
- Provide knowledge and support to connect and signpost people to services and organisations that may benefit them.
- Create and maintain accurate records and assist with monitoring and evaluation of projects/services.
- Support the team to ensure Bridge Creative's projects and services are person-led.
- Assist with the design and implementation of new projects and services.
- Assist with producing risk assessments for Bridge Creative's projects and services.

- To undertake, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.
- Understand and adhere to Bridge Creative's policies and procedures.
- Promote Bridge Creative's mission, vision and values and help raise awareness.

Experience, Knowledge, Qualifications and Skills

- At least 2 years working with people with learning disabilities and/or autism.
- A health and social care qualification (minimum NVQ Level 3).
- A sound understanding of the social model of disability.
- A passion for motivating people to reach their potential.
- Knowledge of the barriers faced by disabled people when accessing employment.
- **Desirable** - Experience in teaching, mentoring, coaching and/or Award in Education and Training (AET) Level 3 (PTTLS) qualification or similar.

Personal Characteristics

- Have excellent communication skills, be able to use a range of communication methods to effectively communicate with people of all abilities.
- Be confident, outgoing, and able to motivate people.
- A creative-thinker, able to think outside of the box to support people and generate ideas for new projects and services that meet the needs of those we support.
- Be a team player but also be able to work independently.
- Have a pro-active approach to work.
- Have good moral principles in line with the values of Bridge Creative.
- Have excellent organisational skills including being able to prioritise daily tasks.
- Be able to think on your feet to react positively and efficiently to difficult situations and challenges.
- Be solution-focussed, always maintain a 'can-do' attitude - thinking of the ability rather than disability.
- Be passionate about the role.
- Demonstrate a commitment to equality and respect for diversity.

Health and Safety

In carrying out the tasks in this job description, it is your duty to take reasonable care for the health and safety of yourself, and of others. This includes understanding the hazards in the workplace, complying with health and safety rules and procedures, and ensuring that anything you do, or fail to do, never puts yourself or others at risk. This includes maintaining a safe and secure environment for the people we support.