



## **Job Description**

<b>Job Title:</b>	Employer-ability Mentor
<b>Employer:</b>	Inspired Community Enterprise Trust Ltd
<b>Salary:</b>	Current Real Living Wage
<b>Hours of Work:</b>	35 per week worked flexibly over 7 days Inc. Public holidays
<b>Annual Leave:</b>	28 days inclusive of Public Holidays
<b>Places of work:</b>	The Usual Place Café, Academy Street, Dumfries; some home based working could be accommodated.
<b>Reports to:</b>	Chief Executive.

### **Young People Supported:**

- Young Trainees with additional support needs
- Potential Employers through the Disability Confident Scheme

### **Purpose of Job**

- To provide support for young people with additional support needs in a community café environment, to enable them to reach their full employability potential.
- To work with young people to develop their CV and interview skills.
- To work with community partners to create and deliver a seamless pathway to full employment for each young person.
- To supervise and mentor people ready to move on to meaningful employment or volunteering opportunities.
- You will be part of a team creating an environment that is welcoming to customers and provides a varied and healthy menu together with consistent, professional service.

## **Principle Contacts:**

**Internal** – The Management Team, Café Mentors, Trainees, Volunteers, Trustees, Advisory Groups

**External** – Employability Partners, Community Learning and Development, Community groups clubs and associations, Schools and Colleges, Customers, Suppliers.

## **Main duties and responsibilities**

- Demonstrating an understanding of the gifts, strengths and needs of young people with additional support needs.
- Provide guidance and coaching on CV building and updating job applications.
- Provide guidance and coaching on interview skills and techniques either directly or in cooperation with other stakeholders.
- To work collaboratively with young people and employers in external work settings to support young people's transition into work.
- To work collaboratively with employer stakeholders in enabling additional work experience designed to broaden young people's work experience. This will include travelling to meetings
- To undertake regular travel to young people in placements and employment, to ensure smooth transitions to sustainable employment.
- To work closely with the café mentor team and management to ensure time is given to the development of young people's employability skills.
- To represent Inspired Community Enterprise Trust at external events and take part in talks and presentations increasing an understanding of what The Usual Place does.
- Promote the Governments Disability Confident Scheme to local businesses by raising awareness and encouraging them to sign up, as well as offering support to businesses when changing levels.
- Occasional work in the café and kitchen to support staff as and when required.

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- Engaging with potential employers and sharing information on the various simple adaptations that can be implemented into the workplace and addressing issues as they arise. Will involve extensive travel at times.
- Working with young people and other stakeholders to develop and maintain effective community networks.
- Provide ongoing support to the young person, assisting in them developing the skills to fulfil their role.
- Discussing with employers any training they may require enabling them to understand the needs of the young person and how they can support them.
- Working with young people, volunteers and other stakeholders outside the café if required.
- Undertaking any training and other duties and responsibilities when requested, which are commensurate with this role.
- Working within ICETs Equality and Diversity Policy through personal example, commitment and action, ensuring fair treatment in employment, training, service delivery and external communications

**Note:** This is a new development. This job description provides an overview of the principal accountabilities of the post and accountabilities will include but will not be limited to those detailed. It is anticipated that the content of roles will evolve and change over time and as such the balance of duties within the Job Description will change within the broad remit of the post.