

ARE YOU ORGANISED, OUTGOING AND CREATIVE?

**ARE YOU PASSIONATE ABOUT IMPROVING
OPPORTUNITIES FOR YOUNG PEOPLE
IN OUR COMMUNITY?**



JOIN OUR TEAM!

REGENERATE

*feel
good*

Recruitment@regenerate-london.org for enquiries

[Regenerate-london.org](https://regenerate-london.org)

Registered charity #1087134

Mentoring & Employment Coordinator

Regenerate is looking to recruit a highly motivated Mentoring and Employment Coordinator.

Reporting directly to the senior mentoring and employment co-ordinator for Feel Good, the role will be responsible for coordinating and delivering the mentoring and development support we offer at Regenerate.

Regenerate runs thriving mentoring and employment services for 16–25 year olds. This comprises two areas:

- 1) Mentoring for young people who are experiencing a range of social and emotional challenges and barriers to employment, and
- 2) Developing Employment Pathways at Feel Good (Regenerate's social enterprise).

Feel Good is a coffee shop business established by Regenerate to train, employ and mentor young people aged 16-25 who are NEET (not in education, employment or training), have experienced disadvantage, and/or are at risk of exploitation. Also, for every coffee sold, we provide a meal for a child in one of our partner services in Africa or Eastern Europe.

Feel Good has entered an exciting period of growth in size and impact as a charity, and this role plays a pivotal part in this. It is an exciting opportunity for an ambitious person passionate about using their skills in youth work to support young people to thrive.





OVERVIEW

Contract type:

Full-time, Permanent

Reporting to:

Senior Employment & Development Manager

Location:

Based at the Ashburton youth club, SW15 6XD

Salary:

£32-35000 per annum,
(dependent on experience)

Hours:

37.5 hours per week

Annual Leave:

25 days plus bank holidays, pro rata

ROLE RESPONSIBILITIES

16+ Mentoring

- Deliver a 2-week employment readiness programme every quarter, engaging up to 26 young people through the year.
- Mentor a caseload of up to 3 community mentees, and 14 Feel Good team members on a bi-weekly basis
- Contribute to the development of tools and strategies to increase the impact of the mentoring work.

Employment

- Work with Senior Mentoring and Employment Manager to deliver Feel Good's recruitment, inductions & employability programme every quarter.
- Coordinate work plans for Feel Good employees, monitor their progress and liaise with the team to ensure efficient support and communication.
- Deliver a training and development programme that prepares them for the workplace and supports them into further employment, education or training.
- Coordinate a group of volunteer mentors who support those exiting Feel Good and support exit plans for young people wanting ongoing support after employment ends
- Assist with some of the HR processes for the Feel Good team members when needed.
- Record interventions on Salesforce and Live updates.

Safeguarding:

- Work with the DSL and wider team to implement safeguarding procedures and manage risks that arise.

Monitoring and Evaluation

- Keep up to date records of interventions and evaluations of impact
- Contribute to report writing when needed

Partnership development/ External Relations

- Maintain and assist in developing key partnerships with other employers to create sustainable exit pathways for those coming to the end of their one year employment.
- Regular liaison with outside agencies, organisations and referral partners e.g. through attending TAF or CIN meetings
- Representation on relevant groups in the locality and in London where necessary.

Internal Relations:

- Feed into whole team meetings, Regenerate management meetings, and Feel Good supervisors meetings.
- Meet regularly for supervision
- Attend strategic days away

Discretion to Act

- Responsible to the CEO for the delivery of work as agreed within the working group and with the Managing director, in accordance with annual plan of work and Regenerate's organisation strategy. All work must be contributing towards achieving the specified outcomes and objectives of the organisation.
- At specific times, working unsociable hours may be required during events, which may include evenings and occasional weekends.

YOUR DEVELOPMENT

At Regenerate, we understand the importance of providing progression, development opportunities and continued learning.

As part of this role you will have a significant opportunity to develop your skillset, with access to a staff learning and development budget as well as mentoring and coaching from other team members and external partners.

This is a brilliant opportunity to build your expertise, gain new transferable skills and work experience, and increase your skills and knowledge around working with young people with complex needs.

Regenerate is an ambitious charity with plans for continued growth over the coming years and with that also comes opportunities to grow with the organisation and take on more responsibility too.

YOUR PERKS

At Regenerate we realise the importance of supporting the wellbeing of our staff and volunteers.

We have a variety of perks alongside the job, including:

Relaxed Working Environment and Dress Code

Based at our open plan office in the heart of the Ashburton estate in Roehampton/Putney London and our coffee shop/carts

A budget allocated to use for your
Learning and Development and Wellbeing

Generous Annual Leave policy

25 days, plus bank holidays and 3 extra days between Christmas and new year

Recharge Hours

A few extra hours off per quarter are given for you to re-charge your battery

Health Cash Plan Package

Staff away days, regular team bonding days, wellbeing hours and socials

Working for a recognised and respected name in the local borough
and charitable youth work sector, which acts as a springboard to future roles

IMPORTANT THINGS ABOUT YOU



Essential skills, experience, expertise, and knowledge:

- Experience of social project coordination
- Proven ability to build excellent internal and external working relationships
- Excellent problem-solving skills with an ability to think creatively about programme development and delivery
- Proven ability to work on own initiative, work flexibly, cope with changing and challenging demands that come from working with young people
- Experience in dealing with young people with ACE and complex needs and identifying and managing risks
- Excellent communication skills
- Commitment to and understanding of equity and inclusion
- Experience of working with NEET young people and young people who are Neurodivergent to manage positive outcomes for them
- Attention to detail and accuracy and the ability to be flexible
- Excellent organisational skills, able to self-motivate, motivate others and time management
- Excellent interpersonal skills to build working relationships with a full range of people including staff, young people, volunteers, suppliers & donors
- Proven ability to turn plans into practical actions
- An excellent team player, flexible and calm under pressure
- Knowledge and proven track record of dealing with safeguarding issues and following procedures.

Desirable skills, experience, expertise, and knowledge:

- Business development and work winning experience
- Project management
- Paid or unpaid experience working in the voluntary and community sector
- Self-starter

YOUR APPLICATION

We want to know the important things about you and why you think you would be the best person for the job.

To apply, please complete an [online application form.](#)

recruitment@regenerate-london.org
for any enquiries!



A note on accessibility and safer recruitment

Regenerate aims to be representative of the community we are working with.

We recognise that having the strongest workforce possible means hiring and developing the best people across all races, ethnicities, religions, age groups, sexual orientations, gender identities and abilities.

We're not just committed to being an equal opportunity employer, **we actively celebrate diversity in all its forms and encourage applications from people of all minority and underrepresented groups.**

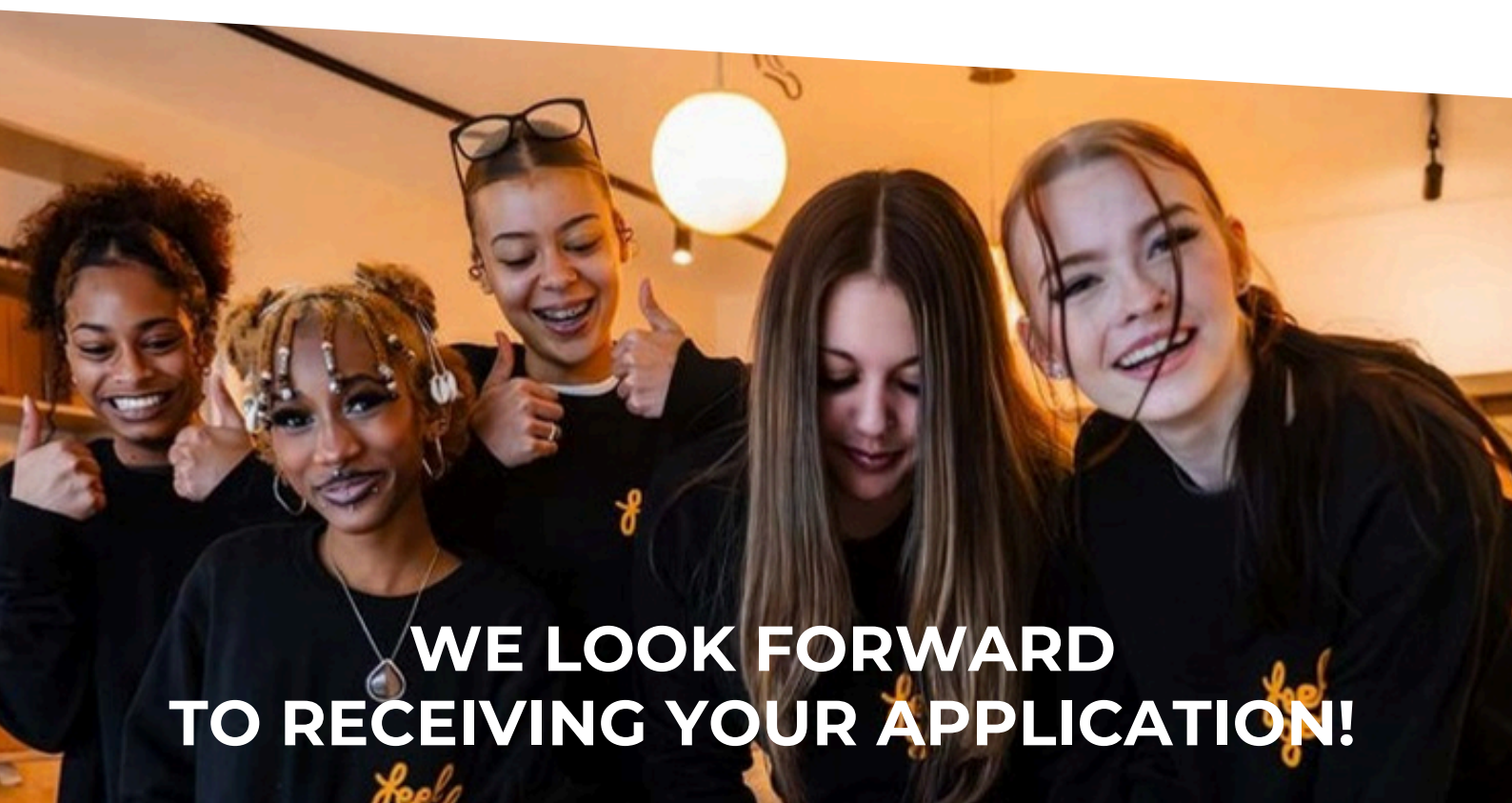
Let us know if we can do anything to make the application or interview process more accessible, e.g. submitting your application in an alternative format.

If you are invited to interview, we will also at that point ask you for any accessibility requirements or preferences.

All applicants will be taken seriously, marked anonymously without bias, and contacted regarding the outcome of their application.

Regenerate is committed to adopting a safe recruitment process and follows the NSPCC procedures that have safeguarding at their heart. The appointment will undergo an enhanced DBS check, shortlisting, interviews and reference/right to work checking.

Please let us know about the sensitivity of taking up references prior to an interview.



**WE LOOK FORWARD
TO RECEIVING YOUR APPLICATION!**