CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Sustainable Powys Employment Mentor**
Position Number:	**HRP0942**
JE Code:	**RGD174**
Service:	**Economy & Climate**
Location/Work Base:	**TBC**

this is an on-the-go based worker position, which means that whilst the post holder will be required to attend a specific base of work they will work across the county at various locations for the majority of their time

Grade:	**Grade 7** **Point 15 to Point 19** **£31,015 to £33,119 per annum** **£16.07 to £17.16 per hour**
Contracted hours:	**37 hours, Fixed term until 31/03/2027**
Reporting to:	**Employability Lead**
Responsible for:	None

Summary

About the role:
Working specifically on the Welsh Governments Anti-Poverty Programme Communities for Work Plus (C4W+) in Powys, Employment Mentors will proactively provide intensive one to one mentoring to participants on an outreach basis, to help them identify and take practical steps to overcome barriers preventing them taking up identified training and employment.

The role will align to Sustainable Powys principles covering the five core areas for service delivery.

About you:
You will be someone who has an interest in social justice and positive change. You will be empathetic and understand the needs of others who for no reason of their own find themselves in less fortunate positions. You will be someone who demonstrates a commitment to supporting others while maintaining expected standards and approaches.

What you will do:

Support participants through a person-centred approach to mentoring and coaching and tackling barriers to employment (arising from poverty and long term inactivity), providing interventions on an outreach basis, by supporting participants in the community. Manage the recruitment, retention, training, and development of participants, building positive relationships and developing effective processes to identify and overcome barriers as a pathway to employment.

If you have any questions about the role, please contact:
Donna Davies
Employability Programme Co-Ordinator
donna.davies@powys.gov.uk

Your responsibilities will be:

1. C4W+ will support individuals identified as being eligible to receive services under the programme, developing and implementing their action plans, addressing barriers to employment, developing employability skills and securing employment whilst actively promoting the services of the programme to a wide range of stakeholders.

2. The C4W+ Programme in Powys will target those individuals aged 16 and over who are in, or at risk of poverty. The programme will have a dual support package in that as well as focusing on participants who are currently unemployed or economically inactive, there will also be a particular focus on those individuals who are deemed to be 'underemployed'. This means they are in very low paid, low skilled employment and require in-work support to enable them to progress their career.

3. You will provide a flexible and high quality service as part of the CfW+ Team supporting participants through a person centred approach to mentoring and coaching and tackling barriers to employment (arising from poverty and long-term inactivity), providing interventions on an outreach basis, and supporting participants in the community.

4. You will support a caseload of participants identified as being eligible to receive services under the programme, developing and implementing their action plans, addressing barriers to employment, developing employability skills and securing employment whilst actively promoting the services of the programme to a wide range of stakeholders.
5. To manage the recruitment, retention, training, and development of participants, building positive relationships and developing effective processes to identify and overcome barriers as a pathway to employment.

6. To have responsibility for mentoring a caseload of participants, using a positive, enabling, and collaborative approach.

7. To use a variety of techniques, including effective diagnosis, individual coaching and personal support to maximise the number of programme participants securing and sustaining employment.

8. To work with key stakeholders, service delivery partners, statutory and non-statutory organisations in order to promote the support available through the Programme and generate referrals.

9. To work closely with key stakeholder's service delivery partners, statutory and non-statutory organisations such as Job centre plus, Careers Wales, React, Jobs growth Wales, PAVO to provide an effective referral pathway and support for participants providing a continuum of support and progression route towards employment.

10. To provide a flexible service, developing comprehensive action plans with participants, undertaking detailed assessments and regular reviews as appropriate in collaboration with additional early intervention programmes to maximise collective support available for participants in addressing wider barriers to employment.

11. Where participants are 'underemployed', to work with the community partnership and triage officer to identify alternative activities and or employment options for those who require additional support in progression.

12. To verify job outcomes through evidence or employer contact and to be responsible for ensuring all participants' outcomes are recorded accurately.

13. To maintain participants' files and data (paper and database) to 100% accuracy at the first, and every subsequent instance of completion.

14. To follow prescribed filing and data accuracy requirements to ensure the confidentiality of participant information and a robust audit trail for internal and external review.

15. To support the process of ensuring effective matching of participants to identified employment opportunities through collaboration with the Employer Liaison Officers Community Partnership and triage officer and wider CfW+ team.

16. To work closely with the Employer Liaison officers to ensure work placements, volunteering, traineeships, apprenticeships and other employability opportunities are sourced for participants.

17. To establish and participate in any networking events and activities appropriate to the programme.

18. To provide information, advice and guidance regarding the support available from the Programme to key stakeholders and participants.

19. To be involved in the Triage process, ensuring participants are referred and initial assessments completed.

20. To Support the Liaison Officers verifying job outcomes through evidence or employer contact and to be responsible for ensuring all participants' outcomes are recorded accurately.

21. To participate in the Welsh Government programme development activity.

22. To provide flexible support to the programme in the area and work occasional unsocial hours if required.

DBS:

There is a requirement for an enhanced DBS for this position.

Health and Safety Statement:

To co-operate with their employer and follow health and safety advice and instructions.

Equalities Statement:

To abide by the principles and practice of equality of opportunity as laid down in the Council's Equalities Policy

Welsh Language Requirement:

Welsh language skills are desirable

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Essential

- Experience of providing intensive, employment focused mentoring to participants who are experiencing poverty and barriers to employment
- Experience of assessment and development of action plans and their implementation for participants.
- Experience of working with various client groups. These client groups may include benefit claimants, single parents, those with criminal records, protected characteristics, mental health groups, ex-services, specific ethnic minority or faith groups and those with specific Disabilities.
- Understanding of performance management and monitoring processes.
- Understanding of working within confidentiality and data protection policies and regulation.
- Experience of assessment and development of action plans and their implementation for participants.
- Experience of joint working with statutory and voluntary agencies.

Knowledge

Essential

- Understanding of the support needs of long term unemployed, economically inactive people, young people, families and other customers
- Thorough and up to date knowledge of employment and benefit issues and an understanding of welfare reform and the implications for participants
- Understanding of the need to collect data and the benefits for the Programme
- Understanding of and commitment to Equal Opportunities
- Knowledge of financial processes and procedures in the public sector

Desirable

- Knowledge of related services provided by the statutory and voluntary sector.

Qualifications and Training

Essential

- Educated to A Level/ QCF Level 3 standard or equivalent
- Prepared to undertake any qualification or training related to the role

Personal Qualities

Essential

- Ability to prioritise workload and work on own initiative
- Demonstrate commitment to equality and diversity and a genuine desire to help people

- Ability to work as part of a team and build and maintain effective and supportive relationships with peers and partners.

Skills

Essential

- Ability to communicate effectively with participants, staff and stakeholders in plain, both in writing and verbally.
- Demonstrable customer care skills.
- Ability to work flexibly to meet participant needs and service requirements including working evenings and weekends where the service requires it.
- Excellent time management skills and demonstrable ability to meet deadlines and achieve goals.
- Comprehensive IT skills to include use of Microsoft Office and ability to maintain electronic records with attention to detail.

Desirable

- A creative and innovative approach to engagement.

Other Requirements

Essential

- Hold a full driving licence
- To ensure any work undertaken complies with legislative and regulatory requirements.

Recruiting manager: Daniel Burgess
November 2024

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 30/11/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 01/12/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 03/12/2026

We wish you luck with your application.