



JOB DESCRIPTION

Job Title: Digital Online Mentor

Salary: £7,744 per annum

Hours: 16 Hours per week

Responsible to: Digital Online Co-ordinator

Responsible for: N/A

Main duties:

- To support participants from entry to progression, developing their digital technology skills to become competent and confident in using a tablet, laptop or chrome booklet, accessing the internet and accessing SMART apps.
- To communicate via Zoom with participants and enable them to successfully complete free online vocational digital Microsoft, Google and Youtube courses.
- Enable participant to have a sense of purpose, improving self-motivation, develop their problem-solving skills and perseverance.

Responsibility and specific duties:

- Working with staff to identify existing and potential barriers to participants learning and progress. Planning relevant & appropriate support to help remove identified barriers to learning that prevent participants achieving their full potential.
- Working closely with all centre staff, and external agencies to achieve a shared understanding of the needs of individual participants.
- Working with key staff and identified participants to develop, agree and implement an action plan for those participants based on an assessment of their individual needs.
- Keeping up-to-date records on the progress of participants including observations and agreed targets. Providing appropriate programmes of 1:1 or group support that enable participants to take a full and confident part in all aspects of their learning.
- Developing effective exiting strategies for participants in order that they continue to feel supported.
- Liaising regularly with staff to provide and receive up-to-date feedback on the monitoring and progress of all identified participants.
- Developing, identifying & sharing strategies that have shown themselves to be effective in meeting the needs of individual and groups of participants in order to ensure consistency and continuity of practice and the maintenance of positive outcomes.
- Contributing to the development and implementation of appropriate support which will assist participants in modifying inappropriate behaviour, developing positive self images and enhanced educational achievement.

- Creating an atmosphere of trust & support by providing opportunities in which participants feel able to discuss their progress, insights, opinions, targets and are confident to self-refer.
- Comply with all GSCC's Policies and Procedures, i.e. Code of Conduct, Health and Safety and Equality and Diversity Policy and Safeguarding of Vulnerable Adults.
- Undertake any other reasonable duties required by GSCC appropriate to the grade.

Behaviour and Professional responsibilities and duties

- To establish, maintain and develop professional working relationships with colleagues.
- Maintain working practices in line with GSCC Equality and Diversity, Health and Safety and Safeguarding policies, self-awareness of own responsibility in these areas.
- Conduct should reflect the Staff Behaviour Policy (Code of Conduct); always uphold GSCC core values.
- Maintain the highest level of professionalism and confidentiality.
- Attend working groups and CPD sessions as required.
- Build strong internal relationships.
- Work in collaboration with colleagues to achieve the end goal.
- Ensure positive organisational messages and culture are maintained.
- Contribute to good housekeeping across all Foundation sites and equipment.
- Always follow the laid down policies and procedures.

Review Arrangements

This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

Additional Information

One years experience in this field is desirable

GSCC only accept applications for UK citizens and proof would be required

To apply for this position please send your CV and Application form via email address to fay@gsccommunitycentre.org

Closing date 21st July 2023

Personal Specification	
Requirement	Essential (E) or Desirable (D)
Skills	
Communication, oral and written	E
Planning and control	E
Teamwork	E
Work on own initiative	E
Interpersonal Skills	E
Conflict handling and resolution	E
Creativity and imagination relevant to workplace	E
Digital skills	E
Ability to work under pressure and to tight deadlines	E
Group work facilitation	E
Multi-tasking and managing people	E
Qualities	
Commitment	E
Flexibility	E
Honesty and trustworthiness	E
Motivation and enthusiasm	E
Patience and diplomacy	E
Persistence in the workplace	E
Determination to succeed and achieve targets	E
Commitment to equality and diversity, safeguarding and health & safety	E
Flexible approach to working/voluntary hours	E
Knowledge	
Sound knowledge of free digital courses online Microsoft, Googles & Youtube	E
Sound knowledge of IAG	E
Sound knowledge of recruiting vulnerable adults (women and disabled)	E
Sound knowledge of Blended and Remote Learning	D
Safeguarding vulnerable adults	E
Learner Journey	D
Computer literate with ability to use IT packages and analyse data	E
Experience	
Experience of working with adults from a range of multi-cultural backgrounds.	E
Experience of working with unemployed/long term unemployed, disabled and women	E
Achieving and exceeding targets	E
Tutoring an online course	D
Qualifications	
A minimum of 4 GCSE's (or equivalent) grade A-C. (9-5)	E
ICT/Digital technology degree or equivalent/HNC/HND	E
Teaching/tutoring qualification	D
Evidence of relevant training or professional development.	E
Initial Advice & Guidance (IAG) qualification	E