



## LEARNING & WELLBEING OUTDOORS



### CARMARTHENSHIRE MENTOR

19-21K pro rata

16 h/w, 24 month Fixed Term Contract

Based at the mount centre CAVS & in woodland sites across Carmarthenshire.

Tir Coed is seeking a compassionate, friendly and motivated person with a passion for connecting people with the natural environment, their community and their potential.

The post-holder will join an enthusiastic and skilled team of three in Carmarthenshire and a wider team of 26, working to connect people with land (Tir) and woods (Coed) by delivering learning and wellbeing programmes to some of the most disadvantaged in society across the counties of Dyfed Powys.

For further information visit [www.tircoed.org.uk](http://www.tircoed.org.uk)

Full list of activities: <http://tircoed.org.uk/what-we-do>

Work with Tir Coed video: <https://www.youtube.com/watch?v=8QQ26FUtUwc>

If you are interested in applying for this position, please note the following process:

**Application:** Please send a covering letter (1 page A4) outlining detailing how you meet the essential and desirable criteria and a short CV to [admin@tircoed.org.uk](mailto:admin@tircoed.org.uk)

**Closing date:** Sunday 13<sup>th</sup> September @ 5pm

**Interview dates:** 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> September



## LEARNING & WELLBEING OUTDOORS



### JOB SPECIFICATION:

The Carmarthenshire Mentor will work closely with beneficiaries of the training courses to build confidence, look at longer term plans, and provide individual support and advice on opportunities within environmental/ land-based sectors. Mentors will be required to build close links with forward placement opportunities for beneficiaries and to work with referral agencies and other organisations offering support to ensure each individual gets best advice and training towards their future plans.

- 1) To support in the delivery of training courses, bespoke activity days and progression training activities across woodland sites in their county.
- 2) To help recruit suitable participants for training courses.
- 3) To build a network of opportunities for participants in the outdoor sector which reflect their range and depth of ambition, including sign-posting and supporting participants to access other progression services as and when required.
- 4) To work directly with participants to support their journey with Tir Coed, including entry into training, building confidence in their abilities, and helping complete paperwork, such as self-employment forms or training application forms.
- 5) To work with the local network of referral agencies, employers, educators, land owners and partners to identify and support participant opportunities.
- 6) Help ensure all relevant policies and procedures are being adhered to during activities [including Elan Links policies, procedures and targets in Powys].
- 6) To contribute to quarterly reports by the Coordinator on-site activity and participant progress, as well as attending bi-monthly team meetings in Aberystwyth.
- 7) To report to the relevant Coordinator and proactively coordinate activities with the Coordinator, supporting and assisting with information as required.



## LEARNING & WELLBEING OUTDOORS



### QUALIFICATIONS AND EXPERIENCE:

The following competencies are

#### ESSENTIAL:

- The ability to organise and time-manage effectively, meeting deadlines where necessary
- The ability to work independently and methodically
- The ability to work with organisations in the public, private and voluntary sectors
- Experience of working with disadvantaged individuals or groups, especially NEETs
- A strong understanding of possible progression and employment opportunities available in the outdoor sector.

#### DESIRABLE:

- The ability to converse fluently and write to a high standard of Welsh
- Understanding of woodlands and woodland management, the work involved in sustainable management practices and the social benefits of woodlands
- Previous experience in a similar role
- Knowledge of self-employment and setting up and running a small business
- Excellent IT skills, including experience in the use of Microsoft Word, Outlook, Excel, PowerPoint.
- Experience of working on funded programmes

#### SKILLS AND ABILITIES

The following descriptions set out the level of performance that will be required after a normal learning and training period. The board will be looking for evidence that you have the ability to perform at this level.

#### Mentoring:

The post holder will provide mentoring to all participants involved in LEAF activities in their county and will need to liaise with the coordinator, tutors and



## LEARNING & WELLBEING OUTDOORS



referral organisations in relation to this. The mentor will possess the ability not just to work with the Tir Coed team but also to work effectively with external organisations and service providers, to ensure successful referrals to and from the project, particularly matching individual participants with progression opportunities and patiently supporting participants to take advantage of these. It is therefore essential that you can adapt quickly and flexibly to provide appropriate support to a wide range of people and environments.

### **Communication:**

The ability to communicate with a wide range of beneficiaries is vital. You will be expected to communicate with many different people and organisations at various levels. You must be tactful, friendly, approachable and able to deal with participants that may be socially awkward or have behavioural problems. You should be able to gently persuade people to move outside their comfort zone but also be aware as to the barriers which face marginalised and disadvantaged individuals.

You must also be confident and capable of completing paperwork to a high-standard and comfortable with supporting others in how to approach a new form or process.

### **Planning and organising work:**

You must be self-motivated, highly organised and have the ability to plan well ahead and work to deadlines. You will be expected to work on several tasks at any one time, including recruiting new referrals, whilst supporting beneficiaries enrolled on projects, carrying out monitoring exercises and promoting the project. You will therefore possess excellent organisational skills and be able to provide regular updates on your work at monthly team meetings.

### **Other:**

You must hold a current driving licence and have your own private transport which is insured for business use, as much of your work will involve visiting participants, site activities, and going to meetings. A passion to support Welsh communities,



## LEARNING & WELLBEING OUTDOORS



and improve woodlands for environmental, social and economic purposes is desirable.

### ADDITIONAL INFORMATION

#### **Salary:**

The salary is £19K-£21K pro rata and is paid monthly in arrears.

#### **Hours:**

This is a part-time post based on 16 hours per week. Flexible working may be agreed by arrangement. If attendance on a non-working day is required in addition to normal working hours, time off in lieu may be given. These hours may increase over time.

#### **Annual Leave:**

The post holder will have 11.5 days annual leave a year.

#### **Probation Period:**

A Probation period of 6 months will apply, ending with a meeting with the chairman of trustees to ensure the post-holder is right for the post.

#### **Location:**

Based at the mount centre CAVS, in Carmarthen and in woodland sites across Carmarthenshire.

Regular travel to woodlands, to referral agencies, and to public locations to meet with participants will be required.

#### **Travel and Subsistence:**

Where staff are required to travel by road on official business outside of travel to normal work locations, there will be provision of a mileage allowance of 40p per mile for the use of a private vehicle