



**Mentor 20K pro rata
Three posts available.**

Powys

**15 h/w, 24 month Fixed Term Contract
Based Elan Links office, Rhayader**

Pembrokeshire

**22.5 h/w, 24 month Fixed Term Contract
Cilrhedyn Woodland Centre & Home-based (Pembs)**

Ceredigion

**22.5 h/w, 24 month Fixed Term Contract
Based Tir Coed office, Aberystwyth**

- 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 [including targeting NEETs to join Intensive Training Courses in Ceredigion and Pembrokeshire].
- 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.

KEY WORK AREAS:

Work in partnership with the Coordinator, referral agencies, landowners and tutors to:

- Safeguard the health, safety and wellbeing of participants, tutors and any others accessing Tir Coed provision at all times.

Work in partnership with the Coordinator to:

- Liaise with referral organisations;
- Recruit volunteers onto the project;
- Support participants with accessing provision;
- Carry out consultation/monitoring activities with participants;
- Support the organisation of Bespoke Activity Sessions and management of training courses.

Work in partnership with the Coordinator, Tutors, employers, volunteer placements, educators, referral organisations, and other support organisations to:

- Promote the onward progression opportunities in woodland, forestry, countryside management and outdoor education;
- Create a database of suitable opportunities in employment, education and training;



- Sign-post participants to the most suitable progression opportunities for them and assist them with the basics of accessing these, as well as promoting the benefits of recruiting Tir Coed participants to potential onward opportunities;
- Work with referral / other support organisations to coordinate suitable onward progression, including notifying them of participant access barriers;
- Ensuring participants get the most out of a course and work on developing their core strengths, including supporting into the most relevant intensive training weeks;
- Providing information on moving into self-employment in the outdoor sector to support participants who wish to set up a new enterprise, including access to specialists in setting up new businesses such as Business Wales;
- Help identify suitable workshop space / woodland access for participants to trial new enterprises.

Work in partnership with the Coordinator, Accreditation Manager, referral organisations and Tutors to:

- Promote the projects to participants;
- Register and induct volunteers onto the Project;
- Meet with Volunteers, Coordinator, Tutors and the Accreditation Manager on a quarterly basis to monitor the progress towards meeting **LEAF** targets;
- Support the Coordinator in reaching their targets, through regularly meeting and discussing progress and identifying barriers to project delivery;
- To support any remedial and improvement actions that are necessary to achieve project delivery.

The jobholder will visit activities and participants, as and when necessary, to manage the successful implementation of the Project, including undertaking monitoring of progress:

- Supply information for the Tir Coed Finance Manager to undertake financial monitoring
- Complete timesheets, travel claims, and other reports as required in a timely manner
- Attend Team Meetings in Aberystwyth
- Work alongside Participants to keep in contact and monitor progress using Tir Coed and funder systems, ensuring that the Outputs and Outcomes agreed with each funder are being met.



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

ADDITIONAL INFORMATION

Salary:

The salary is £20K pro rata and is paid monthly in arrears.



Hours:

This is a part-time post based on 15 or 22.5 hours per week according to location. 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:

CEREDIGION & PEMBS: The post holder will have 17 days annual leave a year.

POWYS: 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:

For all posts, regular travel to woodlands, to referral agencies, and to public locations to meet with participants will be required.

CEREDIGION POST: Location of the post will be between the Aberystwyth office of Tir Coed, Coed Tyllwyd, and various other woodlands across Ceredigion.

PEMBROKESHIRE POST: Location of the post will be between the Cilrhedyn Woodland Centre / home based, Scolton woods, and on occasion other woodlands across Pembrokeshire. The post holder will also be expected to work from our Aberystwyth Office at least once a month to ensure regular contact with the rest of the team.

POWYS POST: Location of the post will be between the Elan Valley Office. The post holder will also be expected to work from our Aberystwyth Office at least once a month to ensure regular contact with the rest of the team.

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.