



CARMARTHENSHIRE MENTOR

19-21K pro rata

16 h/w, 5 month Fixed Term Contract

Working from home & Aberystwyth office (1 day/ month) and 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 29, 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 Carmarthenshire, Ceredigion, Pembrokeshire and Powys.

For further information visit 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) detailing how you meet the essential and desirable criteria and a short CV to admin@tircoed.org.uk,

Closing date: Sunday 22nd May @ 5pm

Interview dates: 1st June 2022

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 research, develop and share forward placement opportunities for beneficiaries and develop close links with referral agencies and other organisations offering support, to ensure each individual gets best advice and training towards their future plans. Specifically, they:



- 1) Support in the delivery of training courses, bespoke activity days and progression training activities across woodland sites in their county.
- 2) Help recruit suitable participants for training courses.
- 3) Produce individual action plans with course participants and monitor progress.
- 4) 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.
- 5) 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.
- 6) Work with the local network of referral agencies, employers, educators, land owners and partners to identify and support participant opportunities.
- 7) Help ensure all relevant policies and procedures are being adhered to during activities.
- 8) Collect monitoring data and input onto administration systems.
- 9) Produce reports detailing support provided and participant outcomes.
- 10) Contribute to quarterly reports by the Coordinator on site activity.
- 11) Attend regular team meetings in Aberystwyth and Carmarthenshire.
- 12) Report to the County Coordinator and proactively coordinate activities with the Coordinator, supporting and assisting with information as required.

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.
- Solid IT skills, including experience in the use of Microsoft Word, Outlook, Excel, PowerPoint.

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.
- 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 panel 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 Co-ordinator, Activity Leaders 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 who can be socially withdrawn or be facing physical or mental health challenges. You should be able to gently persuade people to move outside their comfort zone but also be aware of the barriers which face marginalised and disadvantaged people. 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 for supporting Welsh communities and improving 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 2 months will apply, ending with a meeting with the post-holder's line manager and or other managers to ensure the post-holder is right for the post.

Location:

Based from home 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. All staff members are expected to spend around 1 day per month in the Aberystwyth Office.

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.