



Job Title: **NDYP Mentoring Officer**

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Salary: **£8,000 to £10,000**

Responsible to: **Community Manager**

Type of Contract: **Fixed Term until 31<sup>st</sup> March 2024**

Hours of work: **16 hours per week, Weekly schedule will be linked Millwall Community Trust current weekly activity delivery timetable. Working on evening sessions being a requirement for the role to be able to effectively engage and mentor young people during evening community-based sessions on PL Kicks and ACN Sessions.**

Location: **Millwall Community Trust, Lions Centre, Bolina Road, SE16 3LN**

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#### **Role Summary:**

Millwall Community Trust offers mentoring support to young people in Southwark and Lewisham. The role of the mentoring officer is through the Active Communities New Deals for Young People (NDYP) and the Premier League Kicks programme to support young people through a robust mentoring programme.

Millwall Community Trust and the Mentoring Officer will be leading on developing a mentoring programme, which will provide mentoring and footballing activities, pathways into education, employment, and training to young people in both boroughs that MCT operates in. Mentoring sessions to be delivered on a 1-2-1 and small group basis to young people.

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#### **Key Responsibilities:**

The Role of the Mentoring Officer will be to set up and create a mentoring programme for up to 60 young people to take part in over the course of each year. The mentoring officer will be responsible for identifying young people who will benefit from taking part in a mentoring programme and liaising with the young person and parents and guardians for them to take part and complete the programme. Mentoring will vary from small group mentoring to 1-2-1 mentoring.

The Mentoring Officer will also work on Millwall Community Trust evening sporting sessions that are open to young people in the community to help deliver a weekly programme of sports activity for vulnerable young people whilst also identifying any young person that could use any mentoring support services during these sessions, there will be up to 10 hours of delivery time allocated to this aspect of the role over the week.



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Key Roles are below:

- Creating a mentoring programme and liaising with young people in the area to complete the mentoring programme.
- Carry out 1-2-1 mentoring sessions and small group mentoring sessions with young people in the local area.
- Liaising with internal / external stakeholders to promote the mentoring programme to be able to reach the annual mentoring target as set out by funders.
- Supporting the delivery of weekly sports sessions to reach targets as set out by funders.
- Complete and maintain data points on our CRM platforms, which include Views, Upshot, and salesforce.
- Working collaboratively with other members of Millwall Community Trust staff who deliver different projects to create a cohesive approach to mentoring Millwall Community Trust young people.

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#### Person Specification:

We would like to recruit a bright and self-motivated person who is passionate about helping young people to achieve their goals and aspirations. The successful candidate must be able to work independently but also as part of a team, acting with professionalism, integrity, and empathy. The Mentoring officer will need to have a willingness to always learn with a measured and consistent approach.

The Mentoring officer will have a thorough working knowledge of the community provision and opportunities delivered by their own community club organisation Millwall Community Trust, with particular emphasis placed on training and employment opportunities delivered by Millwall Community Trust and also local partners.

In order to fulfil this role, the Mentoring and Support officer will need to be an exceptional listener who is capable of engaging and building a rapport with young people who may be at a time of crisis in their lives. The Mentoring officer will often be seen as a friendly face and as non-judgmental.

The Mentoring officer will need to be assertive at times to deal with confrontational situations. Due to this the role has an element of exposure to managed risk; therefore, the Mentoring officer will need to be risk aware and have the necessary skills to minimise risk. The Mentoring officer will need to exercise patience and resilience.

Possessing excellent interpersonal skills will be key to the Mentoring officer role. A clear communicator with the ability to connect with people from all backgrounds, walks of life and different cultures.

The successful applicant will undergo a DBS check carried out by Millwall Community Trust.

You will be responsible for improving your performance by participating in the Professional Development Review (PDR) process with your employer and will need to currently hold or willing to work towards gaining a Level 2 in effective mentoring qualification.



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To be willing to carry out any other duties which are consistent with the nature, responsibilities, and grading of the post.

Flexibility is required from the post-holder to work effectively in a changing environment. Any other tasks that may be requested will be at the same level of responsibility and terms and conditions of employment.

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To apply, please complete the application form along with your CV and covering letter detailing how your personality, character and capabilities make you the best candidate for the role of **Mentoring Officer** to [recruit@millwallfc.co.uk](mailto:recruit@millwallfc.co.uk)

Application Form Link: [www.millwallfc.co.uk/club/currentvacancies/new-page-16](http://www.millwallfc.co.uk/club/currentvacancies/new-page-16)

No contact will be made to referees without your prior permission.

Due to the quantity of applicants expected, only those short-listed will be notified.

**Closing date for applications: 18<sup>th</sup> June 2023 with interviews held last week of June.**

**Interviews:**

We plan to hold initial interviews on the week commencing **Monday 26<sup>th</sup> June 2023**, so you should be aware of this if applying for the role.

Please note that the appointment of the successful candidate will be subject to standard preemployment screening, as applicable to the post. This will include right-to-work, proof of identity, Disclosure and Barring Service (DBS), and references.

Please note that any personal data submitted to the charity as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. The charity's Policy on Data Protection is available on request.

Entry into employment with the charity and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

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This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably requested.



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Millwall Community Trust are fully committed to equality, diversity, inclusion, and anti-discrimination. We will work to address areas of under-representation and disadvantage in all aspects of our operations, activities, and services. In practice, this means that we will respect the needs of each and every individual regardless of their differences; and to this end we will deliver our operations, activities and services in such a way so as to ensure that that no one is excluded.

*'Millwall Community Trust is committed to safeguarding children and adults at risk. The successful candidate may be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information given.'*

### Safeguarding Policy Statement

Because of the nature of the work undertaken by Millwall Community Trust (MCT), it is required by law to have in place robust safeguarding policies and procedures to ensure the protection of children, young people and adults at risk. To ensure that MCT meets that duty - and as part of a proactive, integrated and consistent approach to safeguarding - the organisation has developed a Safeguarding Handbook.

#### What is Safeguarding?

Safeguarding is the action that is taken to promote the welfare of children, young people and adults at risk and protect them from harm. Safeguarding means protecting people from abuse, maltreatment, neglect, harm and/or exploitation. Through MCT setting up and following good safeguarding policies and procedures, it means that children, young people and adults at risk - that come into contact with our organisation - are protected from those that might pose a risk. All organisations that work with (or come into contact with) children, young people and adults at risk are required to have safeguarding policies and procedures to ensure that everyone - regardless of their age, gender, religion or ethnicity - can be protected from harm.

#### MCT's Safeguarding Ethos

MCT will always seek to provide protection to any person that receives our services. To this end MCT will provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a person may be experiencing, or be at risk of, harm. MCT believes that a no one should ever experience abuse of any kind. MCT have a responsibility to promote the welfare of all children, young people and adults at risk to keep them safe. MCT are committed to work in a way that protects them. This **Safeguarding Policy Statement** applies to everyone that comes into contact with MCT - including as applicable - the Board of Directors & Executive Team, Senior Managers, Staff, Agency Staff, Contractors, Suppliers, Volunteers, Students on work experience, as well as anyone else working on behalf of MCT. This policy also applies to any other person that engages with the work of MCT and includes parents, carers, families and other visitors to MCT premises.



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## Safeguarding at MCT

MCT places the safeguarding of children, young people and adults at risk as its prime focus and has developed full safeguarding policies and procedures. To underpin the approach, MCT ensures all of its management team, staff members and volunteers have been fully trained in safeguarding to enable the organisation to live and breathe its approach. **In developing MCT's safeguarding policies and procedures, the organisation has adopted the following three-part safeguarding strategy which focuses on:**

### 1. Getting the right people involved with MCT

This is achieved through adherence to MCT's Safer Recruitment Policies and Procedures.

### 2. Creating a safe environment for children, young people & adults at risk

This is achieved by providing all required safeguarding training, support and best practice advice; and further guidance by the effective communication of MCT's Codes of Conduct.

### 3. Promoting clear systems to deal with any safeguarding concerns

This is achieved through implementation of all MCT's policies and procedures relating to safeguarding.

A full copy of MCT's Safeguarding Handbook is available by speaking with (or contacting) the MCT person responsible for safeguarding.



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