# JOB DESCRIPTION

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| **JOB TITLE:** | **Employability & Wellbeing Mentor (Connect to Work)** |
| **SALARY:** | £25,081 - £26,008 |
| **TERM:** | Fixed-Term (2 years) |
| **LOCATION:** | Somerset (community-based, with travel) |
| **HOURS OF WORK:** | 37 |
| **RESPONSIBLE TO:** | Community Resilience OMH Lead |

## Main Purpose of the Job

This role is about working alongside people, not fixing them.

You will support adults aged 18–67 who are working with the Connect to Work programme, many of whom are navigating anxiety, low confidence or life experiences that make employment feel out of reach.

Working alongside Employment Specialists, your role is to focus on the relational and emotional side of someone's journey — building trust, safety and confidence so that people are able to engage, stay involved and move forward.

We don't start with job outcomes. We start with:

- Connection
- Feeling safe
- Feeling understood

Through shared activity, often movement, being active or spending time in community spaces, you will help create the conditions where people can begin to take steps towards employment, training or volunteering in a way that feels right for them.

## Summary of Responsibilities and Key Duties

**Relational mentoring and support**

- Build trusted, consistent relationships with participants through regular contact
- Create spaces where people feel safe, listened to and accepted without judgement
- Work at the pace of the individual, recognising that readiness looks different for everyone
- Support people to reconnect with their strengths, identity and what matters to them

**Supporting progression towards employment**

- Work alongside Connect to Work Employment Specialists to ensure support feels joined up and consistent
- Help participants feel able to engage with employment support, appointments and opportunities
- Support people through moments of uncertainty or disengagement, helping them to stay connected
- Recognise and value small steps as part of longer-term change

**Using movement and activity as a way to connect**
- Use physical activity and movement (e.g. walking, informal activity, community spaces) as a way to build relationships and support wellbeing
- Support participants to regulate emotions and feel more settled through shared activity
- Offer flexible, accessible ways for people to engage that don't rely on formal settings

**Community connection and belonging**
- Support participants to access community groups, activities and opportunities that feel right for them
- Build pathways into local provision to reduce isolation and increase belonging
- Encourage connections that continue beyond the life of the programme

**Group support and peer connection**
- Support the delivery of small group or peer sessions that feel welcoming, inclusive and informal
- Encourage connection between participants and shared experiences
- Create environments where people feel comfortable to take part

**Working in a trauma-informed and strengths-based way**
- Recognise that behaviour is often shaped by past experiences
- Prioritise safety, trust and consistency in all interactions
- Take a strengths-based approach, focusing on what is possible rather than what is wrong
- Maintain clear, supportive boundaries within relationships

**Partnership working**
- Work as part of the SASP team and alongside external partners
- Build strong relationships with Employment Specialists and other services
- Contribute to a joined-up approach that works around the person, not services

**Monitoring, reflection and learning**
- Maintain appropriate records of engagement and progress
- Contribute to reporting, learning and evaluation of the programme
- Use simple tools (e.g. wellbeing check-ins, change moments) to understand change over time
- Engage in reflective practice and team learning

**General responsibilities**
- Attend supervision, team meetings and training
- Work in line with safeguarding, confidentiality and health & safety requirements
- Follow SASP policies and procedures at all times
- Undertake any other duties appropriate to the role

**General Information**
All work must be carried out in accordance with SASP policies and procedures, relevant legislation, and with respect for the diverse communities we serve.

## Person Specification

### Qualifications

| Requirement | Essential / Desirable |
|---|---|
| Basic First Aid | Essential |
| Full driving licence and access to a vehicle | Essential |

### Knowledge

| Requirement | Essential / Desirable |
|---|---|
| Understanding of how mental health, life experiences and confidence can impact someone's ability to move towards employment | Essential |
| Awareness of the importance of relationships, trust and emotional safety in supporting change | Essential |
| Understanding of the role of physical activity and movement in supporting wellbeing | Essential |
| Awareness of the barriers individuals may face in accessing work, community and support | Essential |
| Understanding of employability programmes (e.g. Connect to Work / IPS) or willingness to learn | Desirable |

### Experience

| Requirement | Essential / Desirable |
|---|---|
| Experience of supporting people in a mentoring, coaching, community or wellbeing role | Essential |
| Experience of working with individuals facing barriers such as mental health challenges, isolation or unemployment | Essential |
| Experience of building relationships that support confidence and engagement | Essential |
| Experience of partnership or multi-agency working | Desirable |
| Experience of using physical activity or informal approaches to engage people | Desirable |
| Experience of working within employability, health or community settings | Desirable |

**Skills and Abilities**

| Requirement | Essential / Desirable |
|---|---|
| Ability to build trusting, authentic relationships with a wide range of people | Essential |
| Strong listening and communication skills | Essential |
| Ability to work in a person-led, flexible way, responding to individual needs | Essential |
| Ability to support behaviour change in a supportive, non-judgemental way (e.g. coaching approaches) | Essential |
| Ability to work collaboratively with partners to provide joined-up support | Essential |
| Good organisational and time management skills | Essential |
| Competent in IT systems for recording and communication | Essential |
| Ability to adapt communication style to suit different people and situations | Essential |
| Ability to travel across Somerset and work flexibly | Essential |

**Work-Related Personal Qualities**

| Requirement | Essential / Desirable |
|---|---|
| Warm, approachable and able to build rapport easily | Essential |
| Non-judgemental and able to meet people where they are | Essential |
| Patient and able to work at another person's pace | Essential |
| Reflective, self-aware and open to learning | Essential |
| Values-led, with a belief in people's strengths and potential | Essential |
| Able to hold hope for others, even in challenging moments | Essential |
| Honest, open and able to build trust with individuals and partners | Essential |