

## ROLE DESCRIPTION

Role	Senior Mentor and Deputy DSL (Early Intervention Mental Health Service)
Reports To	Head of Delivery
Works With	CEO, Business Manager, Operations Coordinator, Finance Officer, Mentors, schools and other external partners.
Salary	£16.05 per hour
Duration	Fixed term to 31 July 2029, with the possibility of extension for up to a further six years
Hours	Two posts available providing a total of 50hrs p/w, 39 weeks per year inclusive of training. Posts may be split 40/60 or 50/50 depending on applicants.
Note	This new service covers the entirety of Warwickshire, with 10 hours per week in each of the following areas: Stratford District, Warwick District, Rugby District, North Warwickshire, and Nuneaton & Bedworth.

### MAIN PURPOSE AND SCOPE OF THE ROLE

The Senior Mentor and Deputy DSL will deliver high-quality one-to-one mentoring to children and young people aged 7–19 across Warwickshire. Alongside direct delivery, the postholder will hold safeguarding leadership responsibilities and play a senior role in coordinating provision and managing relationships with allocated schools.

The role includes responsibility for a defined caseload, close liaison with allocated schools, and active contribution to a multi-disciplinary Early Intervention programme. It will form part of a new Children and Young People's Early Intervention Mental Health Service, commissioned by Warwickshire County Council and delivered in partnership with Coventry, Warwickshire and Worcestershire Mind as lead provider.

### DUTIES AND KEY RESPONSIBILITIES

#### MENTORING & DIRECT WORK WITH YOUNG PEOPLE

- Deliver high quality one-to-one mentoring to children and young people aged 7–19 in schools, online and community settings.
- responsibility for a defined caseload, managing engagement, boundaries and progression appropriately.
- Build safe, trusting and consistent relationships with young people, providing supportive listening and mentoring informed by evidence based practice.
- Provide timely and appropriate feedback to schools and partners within the bounds of mentor confidentiality.
- Maintain clear, accurate case notes and records in line with Lifespace protocols and GDPR.
- Collect outcomes and feedback to support impact monitoring and service improvement.
- Attend supervision and training in line with the Lifespace Supervision Policy, including annual safeguarding training.



## DEPUTY DESIGNATED SAFEGUARDING LEAD)

- Act as a Deputy Designated Safeguarding Lead for Lifespace Trust, providing safeguarding advice, guidance and decision-making support to mentors across school based and community provision.
- Receive, assess and respond to safeguarding concerns in line with Lifespace safeguarding policies, including making and supporting referrals to children's social care, LADO, police and other agencies as appropriate.
- Participate in strategy discussions, case conferences and multiagency meetings when required, ensuring safeguarding decisions are timely, child centered and proportionate.
- Maintain accurate, secure safeguarding records and chronologies in line with GDPR and organisational procedures.
- Contribute to an on call safeguarding rota, including occasional out-of-hour support.
- Work closely with the Lead DSL and DDSLs to ensure effective escalation, shared learning and a strong safeguarding culture across Lifespace services.

## GENERAL RESPONSIBILITIES

- To work collaboratively with the Head of Delivery, CEO and wider team to deliver effective services.
- To support service delivery that always ensures the safeguarding of young people with awareness of safeguarding process.
- To uphold the Lifespace Values:
  - **Inclusive** - We promise to treat people fairly and with respect.
  - **YOUth-led** - Young people are at the heart of everything we do.
  - **Trustworthy** - We create and nurture supportive, safe and non-judgmental spaces.
  - **Ambitious** - We do our very best for each young person we support and all young people in our community.
  - **Approachable** - We're open, warm and here for young people when they need us.
  - **Collaborative** - We choose to work in partnership with organisations that share our values so that we can make a bigger difference.

## INCLUSIVE RECRUITMENT STATEMENT

Lifespace actively welcomes applications from candidates with lived experience, including neurodivergent people. We recognise that lived experience reflects the young people we work with and strengthens the quality, relevance and inclusivity of our support.

## ADDITIONAL INFORMATION

- You will be paid monthly.
- You will attend mentor training before commencing delivery with young people.
- You will be entitled to holiday pay equivalent to 5.6 weeks per year, inclusive of bank holidays. These must be taken during the academic school holidays.
- Access to and ability to drive is desired to the nature of the role.
- Hours will be predominantly daytime with occasional early evening meetings.
- Travel, training and other reasonable expenses will be paid.
- An Enhanced DBS check is a requirement of the role.



## PERSON SPECIFICATION

	Requirement
<p><b>SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Ability to provide supportive listening for children and young people.</li> <li>• Ability to provide mentoring support and signpost accordingly.</li> <li>• Ability to recognise safeguarding issues in line with Lifespace Safeguarding Policy and act accordingly.</li> <li>• Familiar with Office 365 and comfortable with arranging and holding meetings online.</li> <li>• Ability to communicate effectively both verbally and in writing to individuals and groups including schools and partner agencies.</li> <li>• Ability to manage and prioritise a caseload.</li> <li>• Able to work autonomously within agreed framework.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Experience of working with young people, specifically 7-19 years old.</li> <li>• Experience of mental health and emotional development of young people.</li> <li>• Experience of working in/with Education or Health services.</li> <li>• Experience of providing DSL or Deputy DSL support.</li> <li>• Experience of working with young people with additional needs.</li> <li>• Experience of supporting young people using a variety of channels e.g. video, text and phone.</li> <li>• Experience of multi-disciplinary early intervention or mental health contexts.</li> <li>• Experience of liaising of working with schools/other agencies to achieve a positive outcome.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Highly Desirable</p> <p>Highly Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<p><b>KNOWLEDGE</b></p> <ul style="list-style-type: none"> <li>• Willingness to attend Lifespace mentor training and other applicable training as required.</li> <li>• Knowledge of mentoring and coaching models applicable to children and young people.</li> <li>• Have previously undertaken Lifespace mentor training or hold a relevant qualification.</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<p><b>PERSONAL ATTRIBUTES/OTHER</b></p> <ul style="list-style-type: none"> <li>• Able to deliver a service that demonstrates the Lifespace values: Inclusive, YOUth-led, Trustworthy, Ambitious, Approachable, Collaborative.</li> <li>• The ability to work with team members to develop and improve the service offer.</li> <li>• Enthusiasm for self-development and reflective practice, to improve the quality and impact of your mentoring.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>

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