



We help young people from underrepresented backgrounds thrive in the arts and humanities. We provide guidance so they can chart their own course. We create connections to help them get ahead. Founded in Hackney by two friends, activist Neil Griffiths and comedian Josie Long, we now support over 1,000 young people nationally.

Our values

- We are **bold**, actively changing UK culture in a big, far-reaching way.
- We are **optimistic** about the future and celebrate the best in human nature.
- **Community** is fundamental to our existence and the success of our mission.

Our culture

Arts Emergency is committed to being a welcoming and inclusive organisation. We believe that for our society to be fair and kind, every young person should have the chance to contribute to the culture they live in. That's why we're dedicated to levelling the playing field. We help our volunteers to address the structural inequalities in the cultural and creative industries, and use our voice to influence gatekeepers to make real, long-term changes.

We're dedicated to social justice and making the arts and humanities equitable for all. When we recruit we will always commit to; showing the salary, paying a living wage and we won't demand a degree as an essential criteria (unless a specific qualification is required for a role). We particularly welcome applications from disabled people, LGBTQIA+ people, Black, Asian and minority ethnic candidates.

In response to the pandemic, staff are working remotely with equipment provided. Team members will have the choice of working remotely or in the office until March 2022, when the team will consult on whether in-office working is required.

Safeguarding

As an organisation we follow the principles of safer recruitment as we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We believe that Children and young people should never experience abuse of any kind. The welfare of children is paramount in all the work we do and in all the decisions we take. For more information on our Safeguarding policies and procedures please visit [our website](#).

What we offer

- Our full-time working week is 35 hours.
- We offer 28 days annual leave in addition to statutory public holidays (pro rata for part-time staff).
- We welcome flexible working arrangements.
- When work is required outside of normal working hours, Time Off In Lieu (TOIL) can be taken with the agreement of your line manager.
- We match one percent of each staff member's salary for training, alongside twice yearly team-wide training, strategic planning and staff socials.

Mentoring Manager (South)

About the role

This role will lead the team running mentoring projects in London and Brighton. Arts Emergency have been working in London since 2011 supporting young people through our mentoring programme. During that time, we've seen a huge community of mentors from across the creative industries come together to support over 900 underrepresented local young people to pursue higher education, creativity and careers. Many of these volunteers re-registered to mentor with us again. There is a great deal of support and need in London and so in 2022, we are looking to grow the size of the mentoring programmes in the South and support at least 230 young people (aged 16 - 25) across the London boroughs through direct applications and recruiting through partner schools. We are also running a small mentoring pilot, consisting of 20 pairs in Brighton.

As Mentoring Manager (South), your work will be at the heart of our mentoring project. You will be responsible for leading a team that supports mentor pairs, helping them to achieve exciting outcomes for young people. Alongside leading the team, you'll have a small cohort of mentor pair relationships that you will support directly. It's a busy, fun and rewarding role where you'll work closely with our Mentoring Manager (North), Head of Programmes, the London Programme Officer, our London Programme Executive and the wider Arts Emergency team around the country.

Arts Emergency headquarters is based at Unit W3, 8 Woodberry Down, London N4 2TG. There will be no requirement to be based in the office until at least March 2022 and as a team we support flexible working. The appointee will have the choice to work remotely, from the London office or both. The postholder will be required to visit local partner schools and attend events in and around London.

The role is full time Monday to Friday. Some evening and weekend work may be required for which time off in lieu will be organised.

How to apply

To apply we need you to complete the following:

- 1) Application form Part 1, which can be [downloaded here](#). This part of the application asks questions in relation to the Job Specification below and will be anonymised before being reviewed by the hiring manager. The answers given in Part 1 will be used to short-list candidates. You can return part 1 as a word document, PDF or you can talk through the questions in an audio file (no longer than 10 minutes). To transfer an audio file, upload to wetransfer.com and use the 'get transfer link' option, then copy and paste the generated link into your email.
- 2) Application Part 2, which can be [downloaded here](#). Part 2 will only be accessed by hiring managers once Part 1 has been scored.
- 3) [Complete our Equality and Diversity Monitoring Survey here](#).*

Once completed, please send Application form Parts 1 & 2 to jobs@arts-emergency.org by 11:59pm on 1 December 2021 with AEMMS1 in the subject line.

If you have any questions about the application process or the role, please contact carys@arts-emergency.org

*The survey is anonymous and not linked in any way to your application. Any information you provide will be used by Arts Emergency to monitor the demographics of candidates applying for roles and make improvements in line with our diversity and inclusion ambitions. This data will be treated in accordance with the Data Protection Act 1998.

Job title	Mentoring Manager (South)
Contract duration and salary	Permanent, full time Monday to Friday £30,000 per annum (plus pension contribution)
Department/Section	Programmes
Direct reports	London Programme Officer and London Programme Executive
Reports to	Head of Programmes
Main purpose of job	Work closely with the London team and the Mentoring Manager (North) to deliver and grow our mentoring programmes.

<p>Key tasks</p>	<ol style="list-style-type: none"> 1. Manage and develop Arts Emergency's mentoring offer for young people in the South, currently this consists of our flagship London project and a pilot mentoring project in Brighton. 2. Directly support a small cohort of mentor pairs. 3. Contribute practically and strategically to the overall project management and development of mentoring nationally, working closely with Mentoring Manager (North). 4. Co-ordinate the creation of resources and workshops focussing on Higher Education, apprenticeships and next steps for school leavers. 5. Work with colleagues to continually develop Arts Emergency's volunteer network ensuring a broad mix of academic and industry experience, with a focus on career areas and communities that are under-represented in Arts Emergency's network. 6. Work alongside the Head of Programmes to ensure Safeguarding, welfare and good mental health is at the heart of our work with young people. 7. Organise mentor training events and carry out enhanced checks with the Disclosure and Barring Service (DBS). 8. Promote mentoring opportunities for young people and encourage online applications. 9. Manage mentee application processes effectively, ensuring every applicant is met by a member of the team. 10. Ensure the best possible mentor matches for young people and provide high quality support throughout their 12-month mentoring relationship. 11. Work with the Community team to develop value added opportunities for mentees to gain first hand knowledge and experience in fields of interest and to achieve their personal goals. 12. Ensure mentors and mentees are supported through regular communications, meet-ups, mentee bursaries, mentor Discord and other activities. 13. Monitor and evaluate the project and compile reports for stakeholders. 14. Organise introduction and celebration events for mentees at the beginning and end of the year. 15. Represent Arts Emergency at events, developing relationships with industry partners and acting as an ambassador for the charity's work. 16. Ensuring compliance with all relevant policies and procedures. Causes for concern are flagged immediately to the Head of Programmes. 17. Maintain the ethos and values of the charity and positively promote the work and activities of the charity at all times. 18. Undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.
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Key results/objectives	<ol style="list-style-type: none"> 1. Achieve recruitment targets set for annual mentoring programmes. In 2022, you must ensure 250 mentees aged 16-25 are matched. 2. Mentoring in the South works cohesively alongside all other mentoring projects at Arts Emergency. 3. The London team feel supported to achieve their targets. 4. Mentor pairs are onboarded according to Arts Emergency's processes, supported throughout their year of mentoring and over 85% of pairs complete a year of mentoring. 5. Evaluations from both mentors and mentees are largely positive and show significant impact, with a majority of mentees leaving feeling optimistic about their next steps into Higher Education and/or cultural careers. 7. Arts Emergency's volunteer network continues to grow, particularly in career areas and amongst community groups that are currently under-represented. 8. Arts Emergency's mentoring programmes adhere to the Safeguarding policy, and risks are mitigated. 9. Safeguarding issues are dealt with quickly and in line with Arts Emergency's safeguarding policy. 9. Accurate records are kept on Salesforce, and contact reports regularly received from volunteers. 10. Mentees feel empowered to understand their choices when leaving school including careers, apprenticeships and university. 11. Contact with HQ has been clear and proactive. Issues have been addressed quickly and progress has been reported on regularly.
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PERSON SPECIFICATION	
Qualifications	This post would benefit from the experience and skills/competencies below, rather than professional qualifications.
Criteria	
Experience	<ul style="list-style-type: none"> • Experience of managing a team. • Experience working with young people aged 16-25. • Project management experience, either as a freelancer, contractor or permanent employee. • Delivering projects in a related field (e.g. outreach, youth work, creative, education, events, charity). • Experience of Safeguarding young people.
Skills/competencies	<ul style="list-style-type: none"> • Capability in Microsoft Office programs, web based apps (e.g. email/social media). • Capability when using databases e.g. Salesforce etc. • Excellent interpersonal and relationship building skills, to interpret the needs of the London team, young people and to support volunteers. • Good presentation skills and the confidence to explain and sell our work to prospective supporters and volunteers, both digitally and in person. • A strategic mindset to grow and improve programmes. • Good administrative and organisational skills. • Time management skills - the ability to work to deadlines, and under pressure, balancing several priorities at once. • Excellent attention to detail and accuracy in recording important information (e.g. ensuring DBS certificates are processed efficiently and any safeguarding concerns or disclosures are noted correctly and in a timely fashion before being passed on).
Knowledge	<ul style="list-style-type: none"> • Local knowledge of: <ul style="list-style-type: none"> ○ issues affecting young people (e.g education, poverty, mental health) ○ creative and cultural industries ○ public transport and geography (to ensure suitable opportunities and events are organised and shared) ○ communities of potential volunteers.
Special attributes	<ul style="list-style-type: none"> • Up-to-date knowledge and interest in culture. • A demonstrable passion for social justice and/or Diversity and Inclusion work.
Personal qualities	<ul style="list-style-type: none"> • A commitment to upholding our values of being bold, optimistic and community-led. • A 'can-do' attitude. • Passionate and driven to make a positive impact on the world.

	<ul style="list-style-type: none">• A positive leader and role model.• Always learning: a self-starter, motivated, eager to learn.• A people person, inspirational and brilliant working closely with multiple stakeholders.• Resourceful and embraces challenge and change.• You will need to have the discipline to work independently and communicate proactively with the wider team.• You are happy to work flexibly to best meet the project's changing needs (some evening events/weekend meetings etc).
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