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## JOB DESCRIPTION

# Youth & Mentoring Facilitator

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-  **Location:** London (schools, community settings, occasional online delivery)
-  **Reports to:** Programmes Manager
-  **Contract Type:** Freelance / Fixed-Term (Term-time)
-  **Salary/Day Rate:** Competitive, dependent on experience

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## Role Purpose

The Youth & Mentoring Facilitator plays a vital frontline role in delivering high-quality programmes that support girls and young women aged 8–22 to develop the skills, behaviours and confidence needed to navigate key life stages successfully.

**This is not a delivery-only role.** You will be a trusted adult, role model, and development practitioner.

You will be responsible for:

- Delivering engaging and structured sessions
- Supporting meaningful development in young people
- Observing and responding to group dynamics and individual needs
- Contributing to evidence of impact

At BelEve, we focus on what truly supports long-term success – including emotional resilience, independence, communication, relationships and future direction.

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## Key Responsibilities

### 1. Programme Delivery

- Deliver BelEve programmes across schools and community settings (including BEAM, BeEmpowered, LeadHerShip and mentoring programmes)
- Plan and deliver sessions that are:
  - Structured and purposeful
  - Engaging and inclusive



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- Designed to support real development (not just participation)
  - Adapt delivery to age groups (8–22), different learning needs and group dynamics
  - Use facilitation techniques that encourage participation, reflection and voice

## **2. Mentoring & Development Support**

- Facilitate group mentoring sessions and contribute to 1:1 mentoring where required
- Support young people to set goals, build confidence and navigate challenges in school, relationships and future planning
- Build strong, trusting relationships while maintaining professional boundaries

## **3. Observation, Reflection & Contribution to Impact**

- Observe and respond to behaviour, engagement and participation
- Complete required session records, reflections and feedback tools
- Contribute to understanding how young people are developing over time
- Identify needs, risks and progress, sharing insights with programme leads

## **4. Safeguarding, Inclusion & Safe Practice**

- Maintain high standards of safeguarding and child protection at all times
- Create inclusive environments where all young people feel safe, valued and able to participate
- Respond appropriately to concerns and follow safeguarding procedures

## **5. Partnership & Professional Conduct**

- Represent BelEve professionally in all external settings
- Build positive relationships with schools, community partners and stakeholders
- Communicate effectively and reliably with the BelEve team

## **6. Continuous Learning & Development**

- Attend training, briefings and team development sessions
- Reflect on your own practice and actively improve your facilitation
- Engage with feedback and implement improvements

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## **Person Specification**

### **Essential**

- Experience delivering sessions, workshops, mentoring or youth programmes
- Confidence facilitating groups of young people (ages 8–22)
- Strong communication and interpersonal skills



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- Ability to build rapport quickly, manage group dynamics and adapt in the moment
  - Understanding of safeguarding and professional boundaries
  - Commitment to equity, inclusion and working with diverse communities
  - Reliable, organised and accountable

### **Desirable**

- Experience working with girls and young women
- Understanding of youth development approaches such as Positive Youth Development
- Experience supporting young people with social, emotional or behavioural needs
- Experience in mentoring (group or 1:1)
- Digital facilitation experience

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### **What Success Looks Like**

Young people:

- Feel heard, supported and challenged
- Can express themselves more confidently
- Show signs of growth in how they think, behave and engage

Sessions are:

- Well-structured, engaging and purposeful

You can clearly reflect on what happened in the session, how young people responded, and what may have shifted or developed.

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### **Safeguarding Statement**

BelEve is committed to safeguarding and promoting the welfare of children and young people. All roles are subject to enhanced DBS checks and appropriate safeguarding training.

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### **Why Join BelEve?**

- Be part of an organisation shaping the next generation of female leaders
- Deliver work that goes beyond activity – creating real, lasting impact
- Access ongoing training and development
- Join a supportive and purpose-driven team