

# Job Pack

All you need to know about working at Spark2Life.



## Introduction

We are delighted you are considering applying for a role at Spark2Life.

We are a small, dedicated team who work with young people, families, professionals, volunteers, and partners to deliver a wide range of programmes which align with our mission. We are looking for an enthusiastic person to join our team; someone committed to reduce violence affecting young people and who wants to work with likeminded people to make a difference. This information pack contains important information about the organisation, and the specific role you will be applying for. Please read it carefully.

To request this information in other formats, or if you have any queries, please contact [Recruitment@spark2life.co.uk](mailto:Recruitment@spark2life.co.uk)

## About Spark2Life

Spark2Life is a community inspired charity. We have been running programmes since 2006 and we operate in London, Kent and Buckinghamshire.

**Our mission:** To prevent harm and promote life. We strive to reduce violence affecting young people, racial disproportionality and school exclusions. We exist to help young people thrive by equipping them with the tools to successfully navigate life and increase resilience.

**How we work:** We work in schools and the community providing a wrap-around type of support to young people who are impacted by violence and criminal exploitation. We support their families and we train professionals in the sector to strengthen the support young people receive. Our programmes include: Mentoring; Casework; Detached work; Advocacy; Counselling; Awareness.

## Our Values:

### Hope

Through working together we aim to present SMART goals so those we support can reach and achieve what they do not have but need to become their best selves.

### Transformation

Offer new perspectives of thinking that influences a person's behaviour.

### Love

To offer unconditional positive regard and to show the outworking of our love through acts of service especially for those deemed less deserving due to their offending history.

### Justice

A wholistic person centred approach to justice. People may be dually convicted, but we need to make sure they are not un-fairly treated and sentenced.

### Integrity

Our action must match our words and we must speak from a place of truth and honesty seasoned with love and compassion.

### Forgiveness

Forgiveness can be hard to give and at times receive but carries so much power that when processed can lead to true freedom. If we want to receive forgiveness, we must learn to offer forgiveness.

### Wellbeing

Looking after oneself is important and rest is a necessity. Self-awareness and finding a healthylife rhythm is key to physical, emotional, and mental well-being. We seek to foster an environment that is supportive, accountable, and honest with ourselves and one another. We can only give out of what we have.

### Advocacy

We are committed to speaking up and standing up for those we represent and advocate for and with. We are passionate when it comes to fighting for racial and social justice to address issues of inequality and equity.



***“Every role at Spark2Life is critical to our mission to keep young people safe from harm and violence, including this role. Spark2Life is an inclusive employer and keen to attract diverse talent”.***

Dez Brown – CEO & Founder of Spark2Life

# Role Description

## Casework Mentor

Salary range:	£25,000 - £27,500
Annual leave:	25 days a year plus England Bank Holidays
Hours:	37.5 hours per week
Location:	East and South London
Duration:	Fixed Term Contract (Until 31st March 2025)
Reports to:	Interventions Manager

## About the role

A Casework Mentor works with young people and young adults who are at risk of or who have actual involvement in criminal activity and/or serious youth violence.

As a Casework Mentor you will work directly with children, young people or young adults aged 11-30 years old who have been involved in anti-social behaviour, offending or gang related activity. You will manage a caseload of service users, providing mentoring, advocacy and support with problem solving and engagement in education, training and employment.



# Job Description

## **Duties & Responsibilities**

- Take on a caseload of up to 15 young people and/or adults (11-30yrs old) who are known to the Youth Justice System (YJS) or Probation
- Deliver bespoke 1:1 mentoring sessions looking at clients' values, beliefs, behaviour and reasoning skills
- Provide clients on your caseload with advocacy, information and support with problem solving
- Motivate clients to access positive opportunities towards change
- Source pathways for education, training and employment
- Work with clients in the community or visit them at home, in school or in prison
- Provide regular updates to clients' professional network
- Attend professional's meetings with partners and external agencies
- Support clients' families by signposting to suitable services
- Keep clear and up-to-date case work files on the information management system
- Monitor the progress of clients using tools provided by Spark2Life
- Contribute to the monitoring and evaluation of projects
- Deliver grant funded programmes that fall in line with your job description

## **Monitoring and Evaluation**

- Accurately document all client interaction on Spark2Life's case management database (ChildView), always working in line with Spark2Life's case management policy
- Work in line with GDPR, maintaining confidential service-user records of interventions and contact details in line with Spark2Life's case management policy
- Support in the collation and production of reports as requested, including ensuring that appropriate recording, monitoring and evaluation of work is completed to set deadlines
- Carry out any administrative tasks, monitoring, evaluation and reporting as required

# Person Specification

## Qualifications

- A qualification is not as important to us as relevant life experience, practical abilities and leadership skills relating to our organisational purpose
- Excellent level of communication and interpersonal skills
- Evidence of recent continued professional development in a professional area relevant to the post would be desirable

## Skills, abilities and knowledge

- The ability to access and correspond effectively with multi-agencies to offer offenders support
- The ability to offer offenders some 1:1 life coaching/mentoring
- The ability to present as a good role model to offenders and help them achieve their potential
- Have a knowledge and understanding of child protection and health and safety practices and procedures
- Have good listening skills
- The ability to communicate effectively with people, families, social services and a range of other professionals
- Knowledge and awareness of issues and factors related to gang involvement and reoffending
- The ability to exercise initiative, work independently and take responsibility for the delivery of a programme
- The ability to work flexibly and source referral pathways for service users
- The ability to work effectively in a team and to work with individuals, institutions and organisations
- The ability to communicate well through a variety of means (verbally, in writing and electronically)
- Ability to use ICT for administration
- Have an understanding and awareness of equal opportunities, experience of strategies to promote equality of opportunity and a commitment to work within our Equal Opportunities Policy

# Person Specification

## **Personal Qualities**

- Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work.
- Undertake training as required.
- Commitment to the core values and ethos of Spark2Life which is based on Christian Principles.
- Interested and motivated to further own skills and knowledge.

## **Desirable Experience and Qualities**

- Working with offenders who present challenges and lack motivation
- Motivating offenders to access positive opportunities towards change
- Managing caseloads with a difficult client group
- Working with partner organisations/professionals
  
- Excellent communication and presentation skills to groups
- Experience of facilitating group mentoring
- The ability to write sessions for various audiences
- Evidence of relevant training and/or professional development with this client group or associating factors i.e. drugs etc.
- Knowledge and experience of working with multiple support agencies
- Can drive and have a car

# Being part of the team

## **At Spark2Life we want people to grow and succeed**

Alongside our values, we expect everyone to display the behaviours needed to contribute to our vision and purpose. In return we seek to offer an inclusive, rewarding, and collaborative environment and several benefits.

### **Stay and grow**

- 25 days annual leave, plus 8 bank holidays per year
- Annual performance review with development plans
- Manage your attendance, expenses and development via easy to use online Bright HR system and app
- Discounts for services and products via Bright HR system
- Free access to counselling
- Access to Employee Assistance Programme
- Team building sessions throughout the year

## How to apply

To apply for this post, please:

- 1) download and complete an [application form](#)
- 2) attach your **cover letter**
- 3) attach your **CV**
- 4) send these via email to **Recruitment@spark2life.co.uk**

For any questions or to arrange an informal chat about this role, email the Managing Director Jamela Ricketts on [jamela@spark2life.co.uk](mailto:jamela@spark2life.co.uk)

### **Equal opportunities matter**

Spark2Life is committed to providing equal opportunities for everyone regardless of their background.

If you would like to discuss your application, or have any queries about our work, please contact [Recruitment@spark2life.co.uk](mailto:Recruitment@spark2life.co.uk).

