MCR Pathways

Project Co-ordinator

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| About Aberdeen City Council |
| **Our purpose is to ensure the People and Place of Aberdeen prosper and to protect the People and Place from harm.**  The [Local Outcome Improvement Plan 2016 – 2026](http://communityplanningaberdeen.org.uk/wp-content/uploads/2016/08/Final-LOIP-24-April-17.pdf) (LOIP) identifies how Aberdeen City Council, together with our [Community Planning Partners](http://communityplanningaberdeen.org.uk/useful-links/), will tackle the key issues facing our city to ensure Aberdeen is a place where all people prosper. The LOIP sets out our shared promises to the people of Aberdeen:   * Prosperous Economy - Aberdeen has a flourishing, thriving and successful local economy. * Prosperous People - People in Aberdeen are happy, healthy and enjoy positive life outcomes. * Prosperous Place - People experience Aberdeen as the best place to invest, live and visit. * Enabling Technology - Innovative, integrated and transformed public services.   To deliver our promises to the city of Aberdeen, our focus is on:   * Empowering staff to meet priority outcomes * Empowering the communities, we serve to be self-sufficient * Early intervention and prevention of harm to the people, place and economy of Aberdeen * Connecting with citizens, customers and partners through our use of digital * Using data and information to help us understand the demand on the Council and how we can better meet our outcomes * Being entrepreneurial - creative and innovative in how we do our business.   We count on our employees to be enthusiastic and proactive public servants, who are committed to our purpose and motivated to make a positive and lasting difference to the city and its people.  Aberdeen City Council is arranged into six functions. Each function is divided into clusters, and within each cluster are service areas/teams. |
| About the Operations Function |
| This function brings together the leadership of the ACC “in house” delivery functions. It is deliberately aimed at the removal of service specific silos and behaviors, and charged with joining up our service delivery, adapting to meet demand and continuous operational improvement. |
| About the Integrated Children's & Family Services Cluster |
| Responsible for the delivery of frontline services related to education, additional support needs and children’s Social Work. |
| About **MCR Pathways** |
| The MCR Pathways Co-ordinator is employed by Aberdeen City Council but is directly line managed by an MCR Programme Manager at MCR Pathways. MCR Pathways is an organisation that supports young people in or on the edges of the care systems, or those identified by their school as someone who would benefit from the support of a mentor.  The MCR vision is that care-experienced and disadvantaged young people will have the same educational outcomes, career opportunities and life chances as any other young person. The MCR mission is to build partnerships between young people and their mentor, parents and carers, the school and education authority, and ensure the MCR talent-based mentoring programme becomes ‘business as usual’ across Scotland.  Please visit [www.mcrpathways.org](http://www.mcrpathways.org) to find out more about the programme and the organisation. |

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| About the Role | | | |
| To support care experienced and disadvantaged young people to realise their potential within and through education contributing to a positive school experience. | | **Job Title** | MCR Pathways Co-ordinator |
| **Grade** | G10 |
| **Location** | Aberdeen City  (Various Locations) |
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| Key Outcomes and Task Examples | | | |
| The post holder will deliver: | Examples of related tasks: | | |
| MCR pathways being an integral part of the school community, with the programme being delivered to young people from S1 to S6. | * Promoting equality of education outcomes, career opportunities and life chances for care experienced and disadvantaged young people * Provision of school-based support, mentoring and Talent Taster opportunities for young people to find, grow and use their talents through education, learning and experience * Working closely with identified young people, mentors and key school-based colleagues to ensure the success of the programme through positive educational outcomes for targeted young people * Establishing and maintaining positive relationships with specific young people from S1 – S6 * Facilitating and / or delivering appropriate programmes to young people e.g. Duke of Edinburgh Award, Career Ready etc. * Delivering one-to-one and group work, as required, to young people * Supporting Aberdeen City Council’s Education teams as and when required | | |
| Young people in the programme set, experience and follow their education and employment pathways, to realise their full potential. | * Supporting young people to experience and follow appropriate education and employment pathways * Facilitating the mentor matching service between young people and their mentor and continually monitoring progress * Actively engaging with young people and mentors on an ongoing basis * Providing basic first-response support and signposting young people and their mentors to access appropriate business, Further Education and Higher Education opportunities, including work placements * Encouraging and organising young people to engage in opportunities and experiences on offer | | |
| The recruitment of mentors who are supported, engaged and motivated throughout the length of their commitment. | * Assisting in the recruitment of mentors * Delivering training sessions to mentors * Delivering one-to-one and continuous support and group work, as required, to mentors and volunteers * Being on hand to assist mentors and provide them with tips, suggestions and resources to support them in building relationships with the young people | | |
| Ensuring the progression of young people, and monitoring the impact of the programme and application of best practice through evidence and reporting. | * Working with all appropriate agencies and service providers to track outcomes for young people * Providing support / input to the monitoring and research elements of the programme by completing all required records on young people, mentors and associated outputs * Collating and processing of all relevant consents / documentation and ensuring all information is stored securely * Gathering and analysing data via SEEMIS and MCR databases and updating relevant electronic systems as required * Attending relevant meetings as required * Undertaking Progression and Impact reviews at various strategic points throughout the year * Gathering evidence from all stakeholders, including young people and mentors, to evaluate impact of service and contribute to marketing materials | | |

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| Minimum Role Requirements | |
| This section includes what the post holder needs to carry out the role or, for recruitment purposes, enables applicants to decide whether they meet these requirements. | |
| Qualification(s) / Memberships etc. | * HNC or equivalent qualification in social science, youth work, community learning / development or relevant experience to the role * Ability to travel between various locations across the city * Full UK driving licence with access to a vehicle to travel around the city * PVG scheme membership (willingness to join or update scheme membership) |
| Demonstrate skills and experience in | * Experience of mentoring / coaching others * Working with vulnerable groups / young people * Communicating and working with groups of people and individuals from a wide range of backgrounds * Working within a school, social work or youth work setting * Working with complex data sets and maintaining accurate client records * Prioritising workload to maintain young-person centred service * Effectively managing change and working flexibly to ensure consistently high levels of service delivery |
| Demonstrate commitment to | * The values of MCR * Aberdeen City Council priorities * Keeping knowledge of current practice up-to-date. |
| Demonstrate understanding of | * Various progression routes available to young people leaving school * The key principles of mentoring programmes |

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| ACC Behaviours | |
| The post holder needs to demonstrate the following behaviours: | |
| Communication | Communicates in a way which is clear, open, honest and constructive; shares, listens and responds to information, options, ideas and instructions. ***and instructions.*** |
| Customer Focus | Recognises customer service is part of everyone’s job; takes into account customer needs and expectations; strives to meet expectations where possible, manages expectations where this is not possible; is proactive in improving the service |
| Professionalism | Maintains the standards expected by the service and the organisation at all times; remembers that they are representing the Council |
| Respect | Behaves in a way that demonstrates respect for people, property and policy |

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| MCR Core Values | |
| Motivation | We are motivated to do our very best in evert way and at all times for our young people. We want our young people to find, grow and use their motivation to attain, achieve and reach a positive destination. To motivate, you have to be motivated. We will and do motivate others to do more, go the extra mile, give more support and create opportunities for our young people to realise their full potential. |
| Commitment | We are committed to our cause and ensuring that there are no differences in education outcomes, employment opportunities and life chances for care-experienced and disadvantaged young people relative to any others. We have an absolute commitment to our young people. We always show up, we never give up. We always do the work and a bit extra. We inspire commitment by being committed. We are committed to our mentors as the key relationship builders and to our schools, our partners and organisations as those helping create and provide the opportunities. We are compassionate and will do whatever it takes to ensure our young people get the education results and positive destinations they deserve. |
| Resilience | We are resilient. We will not give up on our young people, our cause or vision of education and life chances equality. We won’t fail because failure only comes when you give up. We never back off a challenge and approach everything with a ‘glass half full’ mindset. We take care of our own so they can better take care of themselves and build their own personal resilience. We are resourceful and resolute. We are focused on results and if at first we don’t succeed we try, try and try again. |

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| Function | Operations | Cluster | Integrated Children’s and Family Services |
| Version Date | 01/02/2019 | JE Number | JE 7951 |