



<b>Position Title:</b>	Athlete Mentor
<b>Responsible to:</b>	Curriculum and Development Manager
<b>Salary:</b>	Agreed rate per engagement
<b>Location:</b>	<b>North- East England</b> Home-based with the ability to travel around local area (usually within 50-mile radius of home)
<b>Term:</b>	Contract for Services (12month, option to renew annually)
<b>Closing Date:</b>	Ongoing; applicants are encouraged to submit your application as soon as possible
<b>Interview Dates:</b>	<i>Candidates will be reviewed on an ongoing basis, and interviews will be offered at a time to suit for successful applicants.</i>
<b>Interview Format:</b>	Interviews will be conducted by video conference

### **About Dame Kelly Holmes Trust**

We are a UK youth development charity, here to equip young people with the positive behaviours and mindset they need to tackle the disadvantage they face due to inequality in their everyday lives. Our programmes improve their well-being, help them build healthy relationships and unlock the confidence, self-esteem and resilience needed to achieve in education, work and life.

By 2032, our ambition is to support 10,000 young people to become the best version of themselves. Find out more by reading our strategy document - [HERE](#)

### **Application Process:**

We actively encourage and welcome applications from candidates of diverse cultures, perspectives and lived experiences. To ensure an inclusive recruitment process, all cover letters and CVs are anonymised before shortlisting.

Please submit your CV and covering letter outlining how you meet the person specification to: [hayleya@damekellyholmestrust.org](mailto:hayleya@damekellyholmestrust.org)

### **JOB DESCRIPTION**

Using your experience, knowledge and understanding from elite level sport, combined with your youth work experience and specific Dame Kelly Holmes Trust Athlete Mentor training, you will be expected to both inspire and lead programmes working directly with the Trust's target audience of young people.

As a self-employed member of the Trust's More Than Medals Delivery Team, you will be responsible for working closely with the Trust and partner organisations (such as schools or community-based youth providers) to lead delivery, schedule sessions and complete associated paperwork.



As well as being able to follow and deliver to Trust programme frameworks, you will need to be flexible and can adapt session content at short notice to reflect the needs of young people.

As well as being empathetic, the role requires a passion for wanting to help and support young people facing disadvantage in their lives. We are looking for motivated and inspirational athletes, with previous experience of working with young people, who can demonstrate great interpersonal skills and connect with others.

This is a great opportunity for someone from elite level sport who wants to further develop their facilitation and mentoring skills in youth settings. The Trust offers a supportive environment with regular training and the opportunity to join your peers in the More Than Medals Delivery Team.

You will be expected to promote the Trust on social media.

You will be provided with Trust training to equip you to deliver Trust content and represent the charity. Please note the nature of the Trust's work means you will not be guaranteed paid work on successful completion of training.

## **ROLES AND RESPONSIBILITIES**

### **Delivery**

- To help young people be the best version of themselves through continually delivering excellent content
- Deliver content in line with the Trust's programme frameworks and session plans
- Build and maintain excellent working relationships with local delivery partners including schools
- Work closely with the Trust and local partner (including schools) to recruit young people and schedule sessions
- Maintain close contact and regular communications with Trust during delivery as required
- Completing mandatory training as required
- Ensure the programme is delivered in line with KPIs
- Ensure programme data is captured and recorded in a consistent and timely manner through the Trust's information management tools including Upshot.
- To ensure data is handled in accordance with Trust policies
- To safeguard young people in line with Trust and local partner policies
- Available to Travel (usually within a 50 mile radius of home)



### **Personal Development**

- Be an active member of the Trust's More than Medals Delivery team, attending support calls and quarterly training
- Access ongoing support and personal development opportunities

### **Wider Trust support**

- Promote and support the Trust through your social media channels
- Promote specific Trust campaigns and messaging including fundraising
- Be available and willing to participate in media interviews and/or filming opportunities as required by the Trust

### **Ready to Work**

Dame Kelly Holmes Trust is committed to only deploying Athlete Mentors who are 'Ready to Work'.

<b>Trust provides</b>	<b>Athlete provides</b>
<ul style="list-style-type: none"><li>• Enhanced DBS clearance</li><li>• Relevant safeguarding training and refreshers</li><li>• Safeguarding policy and processes to follow</li><li>• Annual Contract for Services</li><li>• Programme frameworks, training and support</li><li>• ID badge and kit</li><li>• Free access to Mental Health England First Aid training and other relevant training</li></ul>	<ul style="list-style-type: none"><li>• Relevant insurance (Trust can support with this)</li><li>• Self-employed status</li></ul>



Criteria		How evidenced and assessed
<b>Knowledge and Experience</b>		
World Class Athlete who has experience of competing at an elite level within their sport, such as representing their country at a major tournament Criteria: <ul style="list-style-type: none"> <li>• An athlete who is on or has been on the World Class Programme or equivalent</li> <li>• Has competed at a senior level internationally for their country i.e. European, Commonwealth, World or Olympic Games</li> <li>• Has played professionally in the top league in their respective sports</li> <li>• Extreme sports - Competed at the highest level such as Xgames or equivalent</li> </ul>	E	Interview/ Application
Experience of delivering youth development curriculum in education and or community settings	E	Interview/ Application
Experience of being able to adapt and make 'live' changes to delivery	E	Interview/ Application
Experience of managing paperwork associated with delivering young people programmes	E	Interview/ Application
Experience of safeguarding young people	D	Interview/ Application
Experience of building and managing partnerships/relationships with organisations	E	Interview/ Application
Experience of delivering programmes focused on physical and or mental wellbeing	D	Interview/ Application
Experience of delivering a programme curriculum to achieve outcomes	D	Interview/ Application
Knowledge of challenges face by young people to achieve	D	Interview/ Application
Experience of engaging in social media and PR	D	Interview/ Application
Experience of providing training/ talks in a corporate setting	D	Interview/Applicati on
Experience of being self-employed and fulfilling contractual requirements	D	Interview/ Application



<b>Organisational skills</b>		
Highly motivated and energetic self-starter	E	Interview/ Application
Methodical, well-organised and disciplined approach to work	E	Interview/ Application
A good working knowledge of modern ICT, including Microsoft Office, databases and apps	E	Interview/ Application
An ability to manage multiple priorities and meet deadlines	E	Interview/ Application
<b>Personal Qualities</b>		
Driven by a passion to support young people	E	Interview
Enthusiastic and hardworking	E	Interview
Strong team player	E	Interview
Able to handle significant confidential material and information	E	Interview
Flexible and adaptable	E	Interview
Able to manage own time and prioritise work effectively	E	Interview
Ability to work on own initiative and remotely	E	Interview
Calm under pressure and common-sense approach	E	Interview

**Key: E = Essential; D = Desirable**

The Dame Kelly Holmes Trust recognises the value that a diverse workforce can bring to our organisation and strives to reflect this among our employees, athletes, volunteers and other stakeholders. To help us measure how well we are doing against this, please could you complete our online Monitoring and Diversity form - [HERE](#)

Please see all information on our recruitment privacy policy- [HERE](#)