



Freelance Associates

We are looking for freelance mentors and employability tutors to join Embrace U Consultancy (EUC)

About Embrace U Consultancy

EUC is a local private training provider in Derby working within both public and private sectors, with over 15 years of experience in the mentoring and training sector, and a 2019 Award winner in mentoring.

EUC works with disadvantaged young people and adults who are really struggling to move closer to the labour market or are unfocused individuals in need of support to create a more positive life through empowering and motivational intervention, whether that is in school, at work or at home.

Our empowering support solutions help our clients to achieve a more positive mindset and lifestyle to move forward with confidence and encouragement with our Modern Mentoring Support, Personal Growth and Employability training to name a few. We are committed to being that integral part of each person's empowerment journey so they can recognise, acknowledge and own their achievements and aspirations.

Unlike other providers, EUC prides itself on our passion for working with our clients on a 1-2-1 basis and in small groups, so every person receives the level of support and space they really need to develop and grow. Our mantra *if you don't know, how can you do*, ensures that each and every one of our clients gains at least one golden nugget of new knowledge, skill or experience to become more advantaged and focused.

EUC is looking for Freelance mentors and Employability tutors to join our pool of suppliers to help support upcoming and future projects. This opportunity is to join our associates pool where you will be considered for opportunities when they arise to work on contracted projects. *Regular work cannot be guaranteed and allocation will be based on the best fit and contract requirements.*

The below information details the requirements and person specifications essential (E) and desired (D) for this role.

Deadline and how to apply: This opportunity is on a rolling basis. Please submit a 2-page CV and cover letter to hello@embraceuconsultancy.co.uk. You will be contacted on the outcome of your application assessment and if successful, invited for an interview.

As a [disability confident committed employer](#), if you require any reasonable adjustments, please state this when you submit your application.



Aim of the role:

To improve the personal and employability skills, knowledge and experiences of all our clients through weekly 1-2-1 intensive engagement and/or group interactions in Employability Management training

We are looking for our Freelance Associates to:

- Work according and adhere to EUC policies and procedures and current legislation
- Respect different cultural values and work in a non-discriminatory/judgemental manner
- Be a critical support to offer guidance, information and form an effective and positive one-to-one relationship.
- Establish and maintain appropriate professional boundaries
- Be that listening ear to identify and address barriers clients wish to find a solution too
- Support clients to take responsibility for their own self development and change in mindset
- Share own appropriate and relevant life skills, knowledge and experiences to inspire and motivate
- Provide a safe space in which clients can talk freely observing confidentiality at all times (online/phone/face2face)
- Plan weekly 1 hr mentoring sessions with mentees in advance enabling time to identify topics to discuss at the next session
- Commit to work with clients for the duration of the mentoring agreement (max. 24 weeks)
- Work with clients to set goals, with regular reviews in line with the mentees needs
- Support them in producing an effective action plan for use after the mentoring relationship has ended
- Attend a mentoring induction before commencing any relationship, and attend regular review meetings as agreed to discuss progress, issues, safeguarding and wellbeing
- Deliver weekly group sessions in employability management
- Develop and improve the skills and knowledge of employability management
- Improve awareness, understanding and application of transferable skills
- Improve the understanding of self-presentation and how to build their network
- Provide supplementary knowledge in order to increase their employability to fulfil their potential.
- Help improve the employability by utilising supportive and relevant resources / signposting

- Keep effective confidential written records of meetings, undertake relevant evaluations at the stated times as per company policy and procedures.

Requirements for the role:

- Registered self-employed with HMRC and possess and Unique Reference Number (UTR) (E)
- Current Enhanced DBS **and** registered on Update Service (E)
- Relevant Insurance Cover – PLI / PII (E)
- Experience in mentoring and/or employability management delivery - 1-2-1 / groups (E)
- Current Level 2/3 Safeguarding qualification (E)
- Current L3 Education and Training certificate or equiv. (E)
- Current knowledge and understanding of safeguarding regulations for vulnerable adults and/or children (E)
- Knowledge and understanding of relevant and appropriate support agencies and organisations for signposting, networking and developing contacts to support their journey (E)
- Knowledge and experience of building supportive relationships (E)
- Effective skills in questioning and challenging constructively (E)
- Ability to identify and address barriers to engagement and progression (E)
- Ability to share one’s own perspective appropriately (E)
- Planning, record keeping and organisational skills (E)
- Skills in setting goals and effective action plans (E)
- Mentoring training certificate (D)

Person Specification for the role:

<ul style="list-style-type: none"> • Supportive 	<ul style="list-style-type: none"> • Interested 	<ul style="list-style-type: none"> • Trustworthy
<ul style="list-style-type: none"> • Positive 	<ul style="list-style-type: none"> • Engaged 	<ul style="list-style-type: none"> • Honest
<ul style="list-style-type: none"> • Enthusiastic 	<ul style="list-style-type: none"> • Approachable 	<ul style="list-style-type: none"> • Open
<ul style="list-style-type: none"> • Friendly 	<ul style="list-style-type: none"> • Patient 	<ul style="list-style-type: none"> • Non-Judgemental
<ul style="list-style-type: none"> • Reliable 	<ul style="list-style-type: none"> • Committed 	<ul style="list-style-type: none"> • Motivating and Empowering

For questions and clarifications, please contact EUC at hello@embraceuconsultancy.co.uk
 You can find out more information on our website, [Embrace U Consultancy](http://www.embraceuconsultancy.co.uk)