

Degree Programme Mentor

Job Description and Person Specification

Position: Degree Programme Mentor	Department: MK Dons Community Trust – Education Department	Reporting to: Head of Education
Salary: £28,000 - £30,000 per annum	Contract: Fixed Term	Hours per week: 37.5 hours Mon-Friday (Annual Leave to be taken out of school term, in half terms only)

Job purpose: An exciting opportunity has arisen to join MK Dons Community Trust as a Degree Programme Mentor within the Education Department. We are seeking an enthusiastic, organised, and proactive individual to support and mentor students enrolled on the Trust's Higher Education and Degree programmes whilst overseeing the operational delivery, administration, monitoring, and reporting of the EFL Joy of Moving programme.

The successful candidate will provide academic, pastoral, and professional mentoring to students, supporting their progression, attainment, employability, and personal development. Alongside this, the post-holder will lead the coordination and reporting of the EFL Joy of Moving programme, ensuring all programme activity is delivered effectively, achieves measurable impact, and meets all funding and KPI requirements.

The role will also support the growth of the Trust's educational provision through the development of new partnerships, projects, and opportunities across schools, community settings, and strategic stakeholders. This role is ideal for an experienced education, youth work, sport development, or community practitioner looking to combine student support, programme management, and partnership development within an innovative education environment. All applicants must be aged 18+ and will be required to complete an enhanced DBS check.

Role Competencies:

Planning Timescales:

- Plan and coordinate mentoring support for degree programme students throughout the academic year.
- Conduct regular student reviews, progress meetings, and welfare check-ins.
- Oversee the administration, monitoring, and reporting requirements of the EFL Joy of Moving programme.
- Ensure timely completion of registers, reports, case studies, monitoring documentation, and KPI submissions.
- Coordinate programme schedules, staffing, resources, and delivery requirements.
- Support student recruitment, enrolment, induction, and progression activities.
- Develop and maintain relationships with schools, universities, employers, and community partners.
- Identify and coordinate opportunities to expand educational and community provision across Milton Keynes and surrounding areas.
- Support the planning and delivery of events, enrichment opportunities, employability workshops, and programme showcases.

Decision Making:

- Make informed decisions to support student achievement, engagement, and wellbeing.
- Identify appropriate interventions for students requiring additional support.
- Ensure the EFL Joy of Moving programme is delivered in accordance with funding requirements and programme objectives.
- Analyse programme data and participant feedback to inform future planning and continuous improvement.
- Adapt programme delivery and support mechanisms to meet changing needs.
- Escalate safeguarding concerns and welfare issues appropriately and in line with policy.
- Support the identification of new programme opportunities and strategic partnerships.

Impact & Influence:

- Positively influence student retention, achievement, progression, and employability outcomes.
- Develop strong and professional relationships with students, schools, university partners, employers, and community organisations.
- Ensure EFL Joy of Moving activity delivers measurable impact aligned to programme objectives and KPIs.
- Promote MK Dons Community Trust's educational opportunities and wider community programmes.
- Increase engagement with education and community-based provision through effective partnership working.
- Act as a positive ambassador for MK Dons Community Trust across all educational and community settings.
- Contribute directly to programme growth, sustainability, and organisational targets.

Skill Level:

- Strong understanding of mentoring, student support, and learner development.
- Experience working within education, youth work, sport development, or community settings.
- Strong organisational and administrative skills.
- Ability to manage multiple projects, priorities, and deadlines effectively.
- Experience collecting, analysing, and reporting programme data.
- High level of professionalism, attention to detail, and accountability.
- Ability to work independently whilst contributing positively to a wider team.
- Commitment to inclusive practice and positive outcomes for all participants.

Communication:

- Communicate effectively with students, parents/carers, academic partners, schools, employers, and external stakeholders.
- Build positive relationships that support student success and programme development.
- Provide guidance, support, and constructive feedback to students and programme participants.
- Produce accurate reports, impact summaries, and funding documentation.
- Contribute to internal team communication, planning meetings, and strategic discussions.
- Represent the Trust professionally at meetings, events, networking opportunities, and stakeholder forums.

Lead & Develop:

- Lead the operational coordination and reporting of the EFL Joy of Moving programme.
- Mentor and support degree programme students through their academic and personal development journey.
- Support placement students, interns, and volunteers where appropriate.
- Contribute to the development of new education, employability, and community engagement opportunities.
- Build relationships with schools, employers, and strategic partners to enhance provision and progression pathways.
- Identify opportunities for programme growth, innovation, and sustainability.
- Support colleagues through sharing best practice and contributing to a positive team culture.

Operating Parameters:

- Deliver all responsibilities in line with Trust standards, funding requirements, and educational partner expectations.
- Accurately collect, monitor, and report data in line with KPI and impact requirements.
- Maintain student records and programme documentation in accordance with GDPR and organisational policies.
- Ensure safeguarding policies and procedures are followed at all times.
- Monitor programme quality, student engagement, and participant outcomes.
- Work collaboratively with schools, universities, employers, and strategic partners.
- Work across multiple educational and community settings where required.
- Work evenings, weekends, and events where necessary.
- Travel between delivery sites and meetings (own transport desirable).

Essential & Desirable Job Criteria:

- Willingness to complete an enhanced DBS check (E)
- Degree-level qualification or equivalent experience (E)
- Experience supporting, mentoring, or working with young people or adults within an educational setting (E)
- Experience of programme administration, monitoring, quality observations and reporting (E)
- Experience building and maintaining stakeholder partnerships (E)
- Understanding of student wellbeing, safeguarding, and learner support (E)
- Strong communication, interpersonal skills and experience providing initial feedback (E)
- Strong organisational skills and ability to manage multiple priorities (E)
- Ability to analyse data and produce accurate reports (E)
- Experience working within Higher Education, Further Education, or community education settings (D)
- Experience managing funded programmes or projects (D)
- Knowledge or experience of the EFL Joy of Moving programme (D)
- Experience developing partnerships and expanding programme provision (D)
- Teaching, coaching, mentoring, or education-related qualification (D)
- A proactive team player who is self-motivated and capable of working independently (E)
- Ability to build positive relationships with a wide range of stakeholders (E)
- Willingness to work evenings, weekends, and events where required (E)
- Full UK Driving Licence and access to own transport (D)

Safeguarding - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults. Our expectation is that you will fully accept your responsibility for the safety and welfare of all and by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post will be subject to an enhanced DBS check and yearly self-declarations.

Equality & Diversity –

Must be able to demonstrate that equality, diversity, and inclusion will be maintained and developed across all programmes and areas of the business.

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