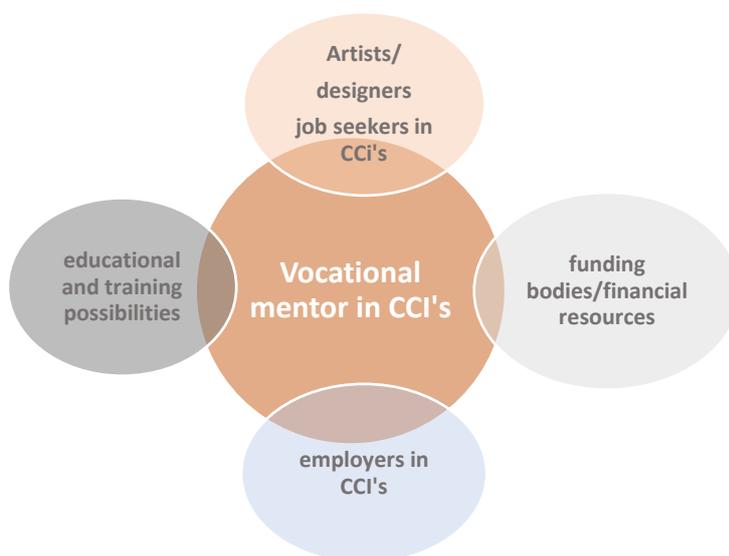


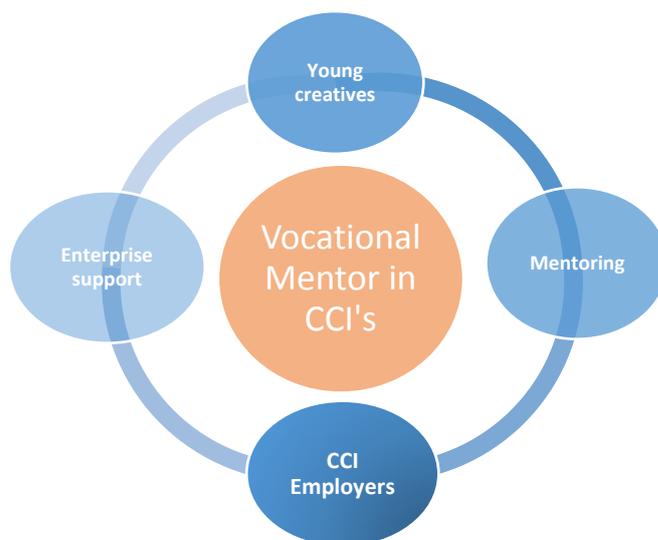
VOCATIONAL MENTOR IN THE CREATIVE & CULTURAL INDUSTRIES

OCCUPATIONAL PROFILE

Services Development



Main area of activities



1. **Work with creative young people.** Outreach, recruitment and referral – reaching target groups and understanding their needs. Communicating effectively with young creatives.
2. **Provide mentoring, advice and guidance to prepare young people for a creative career -** helping talented people with the skills they need to develop a career through providing pre- and post-Employment support. Working with individuals to foster their personal and professional development. Fostering talent and creativity.
3. **Deliver enterprise support** – developing entrepreneurial attitudes, providing advice on starting a business and pursuing a freelance or “portfolio” career
4. **Work effectively with Creative Employers** - identifying opportunities, developing employer networks, working with employers on their expectations and understanding their needs

VOCATIONAL MENTOR IN THE CREATIVE & CULTURAL INDUSTRIES

OCCUPATIONAL PROFILE

Main activities and responsibilities

1. Engage with creative young people.

- Market and promote the service to both creative businesses and young talent, including through social media.
- Put on recruitment and taster events.
- Engage and communicate effectively, consult with and involve young people.
- Provide support to ensure retention, deal with conflict, problem solving.
- Plan and stage engagement events, workshops and activities
- Build relationships with stakeholders (internal and outside agencies), peer advocates.
- Manage and store information and data
- Evaluate levels of engagement and recruitment

2. Provide mentoring, advice and guidance to prepare young people for a creative career

- Set framework and expectations for the mentoring
- Conduct Needs Analysis, and produce a Talent Plan
- Identify special needs and signpost to support services
- Develop social and self awareness, build confidence, motivation and communication skills
- Develop job readiness, advise on job search, responding to job descriptions, person specifications and project briefs, making applications, interviewing skills, negotiation skills, health & safety and labour and social legislation.
- Provide mentoring advice to support personal and creative development.
- Signpost to further creative education and training
- Develop work experience opportunities and continue to support young people once in work
- Consult with young people and use peer facilitators.
- Gather constructive feedback to improve services
- Manage client records and data
- Evaluate and assess impact and results



3. Deliver enterprise support

- Develop enterprise skills and entrepreneurial attitudes for a creative career, match talent to opportunities and vacancies.
- Advise on portfolio development, promotion and networking, using social networks, making applications, pitching for work, presentation skills, responding to commissions, competitions and talent calls
- Advise on pricing, sales, product distribution and marketing, including international markets
- Advise on sources of funding, investment and income generation
- Support young people to develop and showcase creative, production and technical skills.
- Garner feedback from young people and creative businesses to improve and adapt service
- Provide start up business planning support, and signpost to advice on legal, financial and intellectual property issues.
- Maintain up-to-date and accurate client records and data
- Evaluate and assess impact and results

4. Work effectively with Creative Employers

- Build networks, engage and communicate effectively with CCI employers.
- Research employer needs and expectations and industry skills gaps, identify job and career opportunities and how these differ in specific sub-sectors.
- Set up recruitment and training events, placements, work experience and other opportunities for young people to meet employers and gain experience of the workplace.
- Use employer feedback to improve services and address equal opportunities and diversity issues.
- Advise creative businesses on recruitment and support methods and match them with young talent.
- Exploit public funding incentives for employers.
- Record and evaluate outcomes and impacts

