



# FOUNDATION

**JOB PACK**  
**MENTORING OFFICER**

Established in 2010, Cambridge United Foundation's purpose is to deepen the impact of the Club's work in the community. Cambridge United's vision - 'to compete at the highest level of the English Football League whilst operating a sustainable football club embedded within the heart of its community' - is a definitive commitment to Cambridge residents.

Serving as the charitable arm of the football club, Cambridge United Foundation is organically rooted within the fabric of the organisation.

CUF works tirelessly across the city to enhance the lives of the local community through a wide range of engaging programmes. This strategy overview outlines our plans for the next three years as a foundation for Cambridge, sharing our vision to unite the city in a brighter future.

Cambridge United Foundation is a Football Club Charity (FCC). There are over 92 in England, each one connected to a professional football club. Clubs and their Charities are perfectly placed to help the community around them and successfully engage with groups that other programmes fail to reach.

The Foundation has charitable status (charity number 1137275) and has a Board of 10 Trustees. Established in 2012 the organisation has grown to 20 members staff and 12 volunteers, enhancing the lives of over 10,000 Cambridge residents each year.

## **OUR MISSION**

Harness the power of sport to make a positive impact in the community we serve.

## **OUR VISION**

To enhance lives across Cambridge.

**WHO WE ARE**

**STADIU**

# OUR WHY

Cambridge is officially the UK's most unequal city. As a world-renowned city, it is famed and admired for education, research, and technology. However, the top 6% of earners who live in Cambridge take home 19% of the total income.

The bottom 20% of the local population accounts for just 2%. Shockingly, the average life expectancy for men and women in the most deprived areas of Cambridge compared to the most affluent ones is 11.6 years less (ONS, 2021). This is simply unacceptable.

The Abbey and Kings Hedges wards - on Cambridge United's doorstep - are amongst the 20% most deprived areas in the UK. As a football club based in the Abbey ward, we have an inherent responsibility to reduce these inequalities.



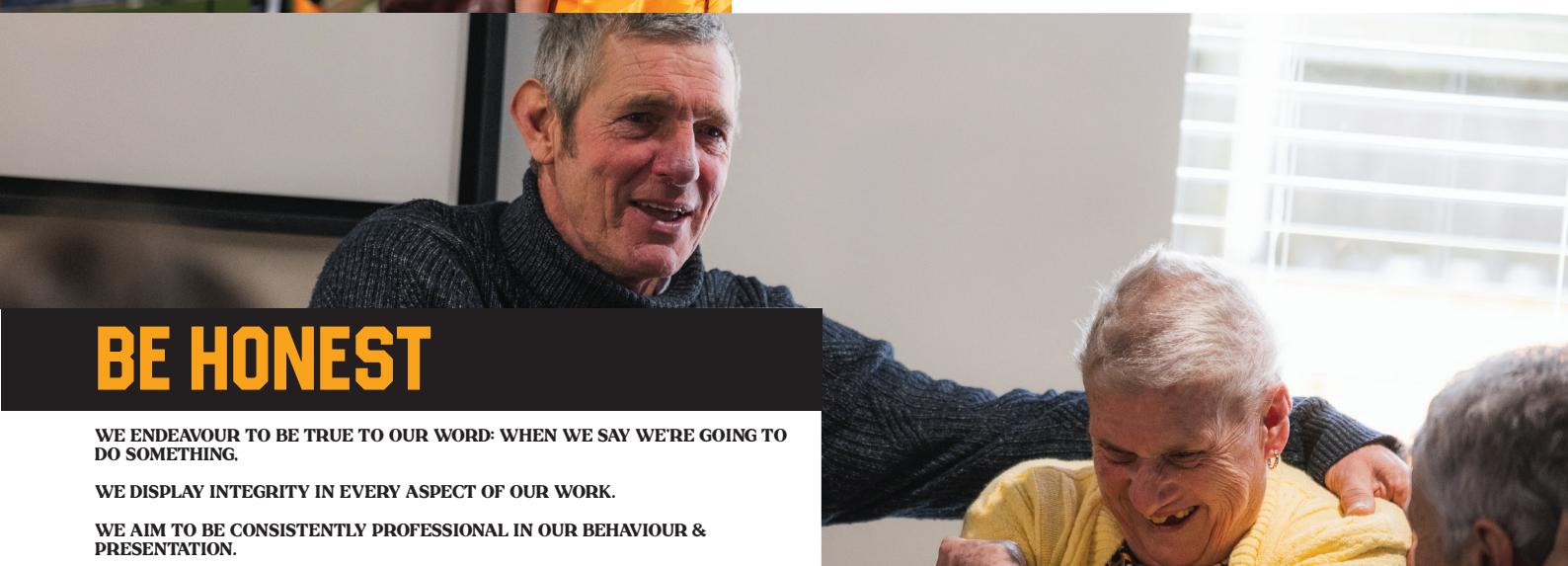


## BE ASPIRATIONAL

WE STRIVE TO BE ROLE MODELS IN OUR COMMUNITY.

WE HAVE HIGH AIMS FOR THE CHANGE THAT WE CAN MAKE IN PEOPLE'S LIVES.

WE AIM TO BE ENGAGING AND MOTIVATED TO MAKE EVERY CONTACT COUNT.

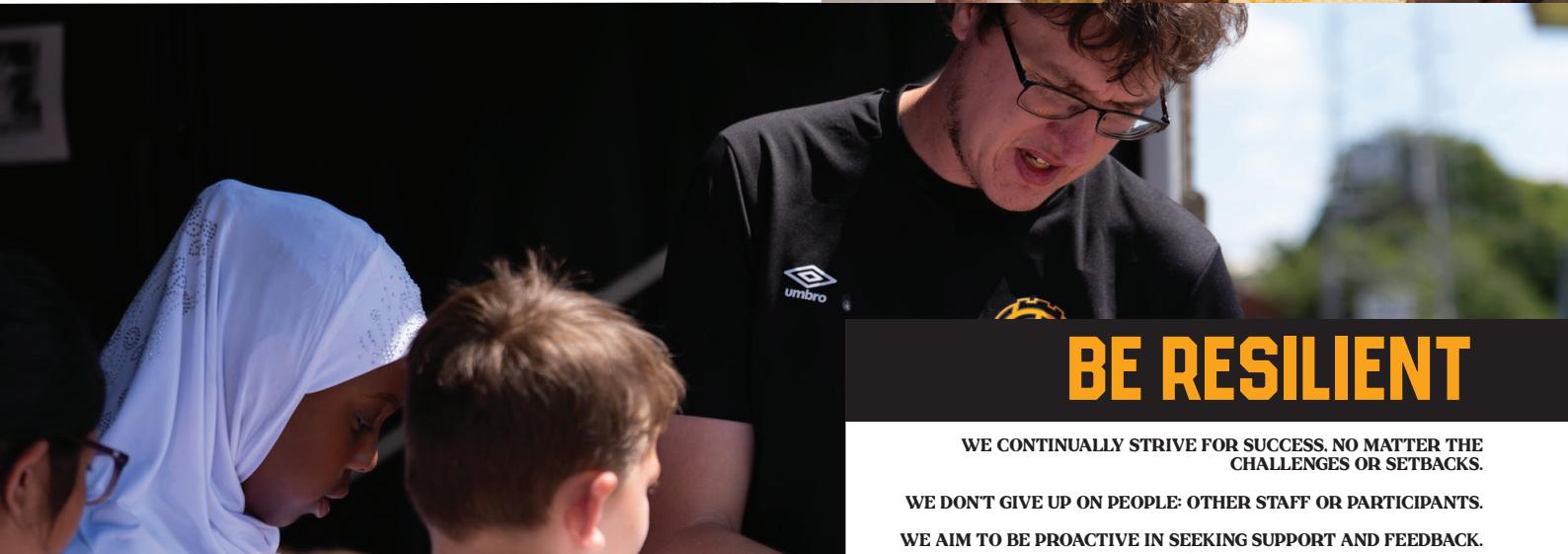


## BE HONEST

WE ENDEAVOUR TO BE TRUE TO OUR WORD: WHEN WE SAY WE'RE GOING TO DO SOMETHING.

WE DISPLAY INTEGRITY IN EVERY ASPECT OF OUR WORK.

WE AIM TO BE CONSISTENTLY PROFESSIONAL IN OUR BEHAVIOUR & PRESENTATION.



## BE RESILIENT

WE CONTINUALLY STRIVE FOR SUCCESS. NO MATTER THE CHALLENGES OR SETBACKS.

WE DON'T GIVE UP ON PEOPLE: OTHER STAFF OR PARTICIPANTS.

WE AIM TO BE PROACTIVE IN SEEKING SUPPORT AND FEEDBACK.



## BE INCLUSIVE

WE UNDERSTAND, AND OUR WORK IS INFORMED BY, THE DIFFERENT BACKGROUNDS OF OUR PARTICIPANTS.

WE STRIVE TO BE APPROACHABLE: FORMING MEANINGFUL RELATIONSHIPS WITH ALL WE MEET.

WE ARE PASSIONATE ABOUT EQUALITY AND FAIRNESS.



# THE JOB

**JOB TITLE: MENTORING OFFICER**  
**RESPONSIBLE TO: HEAD OF PROGRAMMES**  
**CONTRACT: FULL-TIME**  
**SALARY: £27,000-31,000**

Cambridge stands at a pivotal moment in history. There are bold, emerging plans that could see the city grow substantially over the next 10-15 years. Yet, Cambridge is one of the most unequal cities in Britain and our work at the foundation is to ensure that this new chapter is inclusive, ensuring prosperity reaches every part of the city. With the challenges young people face today - strong social media influence, rise in poor mental health and economic uncertainty - we want to use our unique reach as a professional football club charity to ensure that all young people have positive role models around them they can seek support through these challenging times.

Our new Mentoring Officer role is an embodiment of our commitment to the young people in key areas of the city that often miss out on education opportunities, whether that is through living in areas of high deprivation or having additional needs themselves. Our vision is to bridge the gap between schools and existing support services, using the power of sport and the football club to engage those young people that have found navigating their way through the education system a challenge to date.

The successful candidate will lead the development of our new mentoring programme in local secondary schools and support the wider delivery of our secondary education interventions, including work in alternative education provision. The role will include co-creating and coordinating the foundation's wider mentoring project, engaging and upskilling volunteers to establish positive relationships with young people. We have a desire and a responsibility to do more. Working with key partners to provide wider support and signposting for young people in the programme will enable us to build on our current work and play an even bigger part in the future of those in need of our support.

We are seeking a motivated, passionate and humble individual to strengthen our delivery in a variety of education and community settings across Cambridge. The successful candidate will be dedicated to working with vulnerable young people through delivery of 1 to 1 and group mentoring sessions that boost their self-esteem, sense of community belonging and aspirations.

## **SAFEGUARDING STATEMENT**

Cambridge United Foundation is committed to safeguarding and promoting the welfare of children and young people and adults at risk and expects all staff to share this commitment. This role involves regulated activity with children and therefore requires an Enhanced Disclosure and Barring Service (DBS) check. It is a criminal offence for anyone who is barred from working with children to apply for this position. The post holder will also be required to undergo regular safeguarding training.

## **EMPLOYABILITY STATEMENT**

Cambridge United Foundation is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

## **EQUALITY, DIVERSITY AND INCLUSION**

Cambridge United Foundation is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, sex, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.

## **THE COMMITMENTS**





# THE RESPONSIBILITIES

## KEY RESPONSIBILITIES

- Leading the delivery of the Foundation's mentoring project, engaging young people in sessions that boost their health and wellbeing.
- Working with voluntary organisations, the University of Cambridge and other Stakeholders in the City to ensure wrap around support of each young person, alongside coordinating training and therapeutic support for volunteers.
- Ensuring the protection and safeguarding of all participants and the general public, reporting any incidents to the Designated Safeguarding Officer.
- Building and maintain good professional relationships with Lead Teachers at all educational establishments hosting our programmes
- Delivery of targeted interventions in mainstream and SEMH schools, supporting young people at risk of permanent exclusion or developing poor mental health.
- Promoting programmes, regularly identifying and producing case studies and evaluation/impact data across all areas of work. This will include working alongside members of the CUF leadership and communications team.
- Supporting delivery of our current education intervention programmes, ensuring all KPIs are met. This will include monitoring and accurately evaluating as required by funding bodies and key stakeholders.
- Ensuring that risks associated with programmes are effectively mitigated by following CUF policies and procedures.
- Attending training courses relevant to the role and maintain personal CPD.
- Working closely with senior colleagues to ensure access to relevant funding streams and report writing. This work will include reporting against KPIs set by external partners.
- Any other reasonable duties and responsibilities considered appropriate by the Senior Leadership Team of the Foundation

## EDUCATION AND QUALIFICATIONS

REQUIRED

DESIRED

Willingness to undertake an Enhanced Disclosure and Barring Service (DBS) check	X	
Good standard of education in English and Maths GCSE level	X	
First aid certificate (or willingness to undertake)	X	
Current safeguarding certificate (or willingness to undertake)	X	
Mental health first aider (or willingness to undertake)	X	
Current driving licence, with use of own car	X	
FA Level 1 coaching (or willingness to undertake)	X	
Playing for inclusion module 1 (or willingness to undertake)	X	
Teaching qualification		X
Youth work qualification(s)		X
Degree in related subject area		X
Certificate(s) in coaching and mentoring		X

## KNOWLEDGE AND EXPERIENCE

REQUIRED

DESIRED

Excellent understanding of Inclusion, Equality and Safeguarding best practice	X	
Experience working with young people in education and/or health sectors	X	
Ability to mentor and guide young people to achieve their goals, such as improving school attendance or relationships at home	X	
Experience of managing a range of behaviours in/beyond the classroom	X	
Competent IT skills	X	
Experience of working to performance targets	X	
Ability to form effective working relationships with external partners	X	
Experience of working with young people with learning difficulties and moderate to severe mental health difficulties		X
Experience of working in diverse communities, understanding and overcoming the impact of discrimination		X
Track record of monitoring and evaluating impact of intervention programmes		X
Knowledge of Cambridge and its surrounding areas		X
Experience of managing and working to departmental budgets		X
Experience coaching football		X
Experience in managing volunteers		X

## PERSONAL SKILLS AND QUALITIES

REQUIRED

DESIRED

The ability to embody the Foundation's core values: Resilience, Honesty, Inclusion, Aspiration	X	
Ability to relate to young people and the challenges they face	X	
Patience and understanding towards individuals with additional needs	X	
Excellent interpersonal skills	X	
Professional and approachable	X	
Excellent verbal and written communication skills	X	
Excellent team player who supports others	X	
Ability to work on own initiative	X	
Ability to plan, problem-solve, being innovative and resourceful	X	
Willingness to self-develop and pursue training opportunities		X
Ability to engage partners in the Foundation's vision		X

## THE PERSON





## HOW TO APPLY

### APPLICATION INSTRUCTIONS

Please complete the application form and upload to our online HR system [here](#).

If you have any questions about the role, please contact Vicky Neal (Head of Foundation and Senior Safeguarding Manager) via email: [vickyneal@cambridgeunited.com](mailto:vickyneal@cambridgeunited.com)

### APPLICATION CLOSING DATE

Thursday 12th February 2026

### INTERVIEW DATE(S)

Friday 27th February 2026

### START DATE

Monday 30th March 2026