

Digital Mentor: Recruitment Guidance

Dear Applicant,

Thank you for your interest in joining the Ditch the Label. This pack includes the following:

- More information about Ditch the Label and the work that we do
- A job description
- Key responsibilities
- A person specification
- Technicalities and compensation
- Application form

Please email your application to Sue@DitchtheLabel.org or post for the attention of Sue Jones to 15-17 Middle Street, Brighton, United Kingdom, BN1 1AL. The deadline for submission is: **ongoing**.

Our recruitment procedure is as follows:

- Stage 1: Written applications (**you're here**);
- Stage 2: Initial interview with 2 members of the Ditch the Label team;
- Stage 3: Final interview with CEO;
- Stage 4: DBS and reference checks (**goals**).

We are currently in the process of setting up our office in Los Angeles, USA and are looking for expressions of interest only. It may therefore take us a little longer than usual to respond to your application.

We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Liam Hackett', with a stylized flourish underneath.

Liam Hackett
Chief Executive Officer

About Ditch the Label and Our Work

Launched in 2012, Ditch the Label has quickly become one of the largest and most recognised anti-bullying charities in the world, working to teach young people aged 12-25 that it's okay to be different. Our award-winning work spans across the UK, USA and Mexico, working with and aiding young people, parents/guardians, education establishments and other organisations involved with the safeguarding of young people.

Our work is internationally recognised and has been heralded as some of the most innovative and ambitious pro-equality work around. Aside from providing direct advice and support and education materials, we also produce some of the largest research surrounding issues of bullying and related behaviours in the world.

Throughout 2015, it was estimated that we directly helped over 180,000 young people to overcome bullying. We understand that the issue of equality and diversity has been ongoing for centuries and until now, there have been gaps in provision for interventions that not only work to combat the issues, but empower the service users.

Our current work includes:

- Providing direct advice and support to thousands of young people each week through the Ditch the Label website and owned platforms;
- Working online, through partnerships with social networks, online games and the media to provide crucial anti-bullying support to those who experience bullying and those who do the bullying;
- Working in collaboration with education establishments, social networks and other organisations as a means of producing new, innovative research surrounding bullying and related issues;
- Utilising the power of the media and innovative content to generate societal shifts in attitudes and behaviours surrounding bullying.

The span of our work is constantly changing in line with the growth of our organisation. If you want to be part of a growing team with passion, drive and genuine enthusiasm then Ditch the Label is the workplace for you.

Digital Mentor: Job Description

As a Ditch the Label Digital Mentor, you will be helping with our support and intervention programs on various digital platforms. You will be working closely with the wider team to help ensure that our support and advice provide the greatest help to young people affected by bullying. This role will have a lot of involvement in terms of dealing with young people directly on a digital platform. Full training will be provided.

Key responsibilities:

- Providing advice and support to young people on digital platforms, primarily through the Ditch the Label online community and instant messenger;
- Presenting content and talking to young people in group and 1:1 sessions;
- To be an ambassador for Ditch the Label, its ethos and charitable work;
- To provide feedback on digital support sessions to Ditch the Label Management;
- To assist in idea sessions to help guide future support and interventions; and
- Ensure that all Safeguarding Policies are adhered to.

Digital Mentor: Person Specification

- Experienced in providing advice and support to vulnerable young people
- Based in or within travelling distance of Brighton
- Excellent communication skills both verbally and written
- Fast and accurate typing skills
- Reliable and honest; friendly and approachable
- An ability to work well in teams
- Willing to listen the problems of young people and to provide innovative support
- A genuine passion for finding solutions to stop bullying behaviour

Digital Mentor: Technicalities and Compensation

Place of work: 15-17 Middle Street, Brighton. BN1 1AL.

Remote working: Not available. Given the nature of this role, it is essential that the applicant is able to fulfill their entire role within our office environment.

Working week: Full-time.

Compensation: \$28-33K PA depending upon experience.

Other benefits: Extensive in-house training will be provided. Unlimited Haribo.

Digital Mentor: Application Form

Please submit your application form, resume and cover letter either via email or post. We are unable to accept incomplete application forms. Please feel free to use additional space to complete your application. Forms must not exceed 800 words.

About You

1. Name:
2. DOB:
3. Phone number:
4. Email address:
5. Postal address:
6. Have you received any criminal convictions? Yes/No
Declaration subject to the Rehabilitation of Offenders Act 1974
7. Do you need a work permit to work in the USA? Yes/No
8. Is there any legal reason why you cannot work with children and vulnerable people?
9. Please list any relevant qualifications and training that you have which are beneficial to this role:
10. Please list all of the languages that you speak, along with fluency level:

Your Experience

1. Current employment: Unemployed/part-time/full-time/self-employed/student
2. Current employment terms: Unemployed/part-time/full-time
3. Do you have any expertise or interests that you feel are relevant to this position?

Your Interest in Ditch the Label

1. Why are you interested in joining the Ditch the Label team?
2. If you could change one thing about Ditch the Label, what would it be and why?
3. If you could describe yourself in 3 words, what would they be?
4. If applicable, tell us about a situation that you have experienced regarding the support of a young person and how you reacted to it.
5. What are the 3 most important things to consider when providing support to young people online?
6. How would you respond to a young person who declared suicide intent to you online?

7. On a scale of 1-10, how suitable do you think you are for this position?
1 = Not at all, 5 = Unsure, 10 = Incredibly well suited.

8. What is one thing that currently excites you in life?

9. What is one thing that currently worries you in life?

10. On a scale of 1-10, how would you describe yourself?
1 = pessimistic, 5 = in the middle, 10 = optimistic

11. Please could you take the personality test available at the below URL and leave your result below
URL: <https://www.16personalities.com/free-personality-test>