



MANSFIELD TOWN
COMMUNITY TRUST



APPLICATION PACK

DEGREE PROGRAMME MENTOR

University of
South Wales
Prifysgol
De Cymru

1. JOB SPECIFICATION



MANSFIELD TOWN COMMUNITY TRUST

Job Title	Degree Programme Mentor
Employer	Mansfield Town Community Trust (MTCT)
Reporting to	Chief Executive Officer
Direct Reports	None
Hours	20 hours per week The role may require some flexibility to fulfil the role
Contract	Fixed Term Part-Time (until July 2027) with the view to extend, subject to student recruitment
Location	Mansfield Town Community Trust Offices & Remote Working - You will need to attend conferences in Wales throughout the year and cluster meetings with other Community Trust/Higher Education.
Salary	£14,560 (part time)
Closing Date	Sunday 27th September 2026 5:00pm
Interview	Early October 2026
Start Date	As soon as possible



2. JOB PURPOSE



In partnership with the University of South Wales (USW), this degree is specifically designed for students who are looking for a career in sport.

The Degree Mentor will be responsible for the education and recruitment of the degree programme at the Trust. It will involve mentoring our degree students through their distance online learning course with the University of South Wales (USW).

The Degree Programme Mentor provides academic, professional, and personal development support to students throughout their degree programme. The mentor acts as a trusted guide, helping students navigate university life, achieve academic success, develop employability skills, and progress toward their educational and career goals.

The Trust is seeking to recruit a Degree Mentor to oversee our Sports Degree programme. This course is in partnership with the University of South Wales (USW), but is based at The One Call Stadium, Mansfield Town FC. The Degree Mentor will support, mentor and teach students enrolled on the programme by facilitating tasks and provide collective and individual support to maximise student's successful completion of the degree programme.

This will involve overseeing the student's participation in distance learning webinars and manage student's adherence to deadlines on a weekly basis. The successful candidate will also support the recruitment of new students onto the course to help grow the programme. We are seeking someone who is knowledgeable and passionate about teaching, football and sport.

3. KEY RESPONSIBILITIES



Student Support and Guidance

- Provide one-to-one mentoring and coaching sessions for assigned students.
- Support students in setting academic, personal, and career development goals.
- Monitor student engagement, attendance, and academic progress.
- Identify students who may be at risk of poor performance or withdrawal and provide appropriate
- Signpost students to relevant university support services, including wellbeing, disability, careers, and financial support teams.

Academic Development

- Assist students in developing effective study skills, time management, and academic planning strategies.
- Encourage independent learning and critical thinking.
- Support students in understanding programme requirements, academic regulations, and progression pathways.
- Facilitate workshops or group sessions on academic success and student development topics.

Student Engagement

- Foster a positive and inclusive learning environment.
- Encourage student participation in programme activities, events, and extracurricular opportunities.
- Build strong relationships with students to enhance retention and satisfaction.
- Support transition periods, including induction, progression between academic years, and graduation preparation.

Career and Professional Development

- Guide students in identifying career aspirations and professional development opportunities.
- Promote employability skills, internships, placements, and networking opportunities.
- Assist students in creating personal development plans.
- Collaborate with careers and employer engagement teams to support student outcomes.

Record Keeping and Reporting

- Maintain accurate records of mentoring interactions and student progress.
- Prepare reports on student engagement, retention, and mentoring outcomes.
- Contribute to programme reviews and quality enhancement activities.
- Ensure compliance with institutional policies, confidentiality requirements, and data protection regulations.

4. GENERAL RESPONSIBILITIES



- Work cooperatively with colleagues to promote a positive work environment.
- Maintain open communication across the Trust.
- Follow all Trust policies and procedures.
- Promote health and safety practices.
- Maintain tidy and safe workspaces.
- Upheld MTCT safeguarding requirements.
- Ensure accurate data entry.
- Promote the Trust's values and mission.
- Attend local and national conferences as required.



5. PERSON SPECIFICATION



QUALIFICATION, SKILLS, EXPERIENCE AND KNOWLEDGE

Essential	Desirable
Bachelor's degree or equivalent qualification.	Postgraduate qualification in education, counselling, coaching or a related field.
Experience working in higher education, student services, mentoring, coaching, or a related field.	Professional mentoring or coaching certification
Ability to work as part of a team and to demonstrate the use of individual initiative.	
Strong understanding of student support and academic development practices.	
Excellent interpersonal and communication skills.	
Ability to build rapport and maintain professional relationships with diverse student populations.	
Strong organizational and time-management skills.	
Ability to identify student support needs and make appropriate referrals.	
Proficiency in Microsoft Office and student information systems.	
Full UK Driving License.	
Enhanced DBS Check Required?	Yes

PERSONAL VALUES

- Student-focused approach
 - Empathy and active listening
 - Problem-solving and decision-making
 - Cultural awareness and inclusivity
- Collaboration and teamwork
 - Initiative and adaptability
 - Professional integrity and confidentiality

6. MTCT MISSION, VISION & VALUES



Mission

Mansfield Town Community Trust aims to create positive, lasting change for individuals and communities by delivering high quality programmes that inspire, support and empower people across Mansfield, Ashfield, Gedling and Newark & Sherwood. Through sport, education, health and community engagement, we promote inclusion, reduce inequalities and help people of all ages and backgrounds reach their full potential.

Vision

Mansfield Town Community Trust aims to create positive, lasting change for individuals and communities by delivering high quality programmes that inspire, support and empower people across Mansfield, Ashfield, Gedling and Newark & Sherwood. Through sport, education, health and community engagement, we promote inclusion, reduce inequalities and help people of all ages and backgrounds reach their full potential.

Our Core Values

- To become a highly impactful and trusted organisation
- Promote physical and mental wellbeing through our work
- Make a positive difference to those in our communities
- Provide unique experiences connected to Mansfield Town FC



7. HOW TO APPLY



We are keen to understand your potential, motivation and thinking - not just your CV.

To apply, please complete the [Online Application Form](#) and [Equality & Diversity Monitoring Form](#)

Closing date: 5pm on **Sunday 27th September 2026**

Shortlisted candidates will be invited to interview early October 2026.

If you'd like an informal chat about the role, get in touch with Ricky Stevenson, Chief Executive Officer at ricky.stevenson@mansfieldtownct.net

Job Description reviewed and modified by:	Ricky Stevenson
Date Job Description reviewed and modified:	04/09/2026
Job Description Authorised by:	Ricky Stevenson





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THANK YOU FOR TAKING THE TIME TO READ THROUGH OUR APPLICATION
PACK. FOR MORE INFORMATION ABOUT THE TRUST, OUR PROGRAMMES, AND
THE IMPACT WE MAKE ACROSS OUR COMMUNITIES, PLEASE VISIT
WWW.MANSFIELDTOWNCT.NET OR CALL US ON +44 7719 203130