

ROLE DESCRIPTION

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| Role | Volunteer Mentor |
| Reports To | Head of Delivery with support from Operations Co-Ordinator (People and Programmes) |
| Works With | Other Mentors, including school leads Schools and other external partners |
| Salary | None although reasonable expenses are paid. |
| Duration | To be agreed, ideally one academic year commitment. |
| Hours | Minimum commitment of 3hrs p/w, 37 weeks per year + training |

MAIN PURPOSE AND SCOPE OF THE ROLE

- To mentor young people aged 7 – 19 years on a one-to-one basis, within Stratford upon Avon and South Warwickshire.
- To provide timely and relevant feedback to schools and other customers, within the bounds of mentor confidentiality.
- To liaise with the Programme Co-Ordinator, Head of Delivery, Operations Co-Ordinator and Lead Mentors on mentoring data and outcomes.

DUTIES AND KEY RESPONSIBILITIES

- To be available in school/s for an agreed number of hours each week for 36 weeks per annum, for an agreed number days per week during school term times to work with young people on a one-to-one basis.
- To highlight availability for extra hours during term-time and school holidays/afterschool as opportunities arise.
- To attend a one-to-one supervision and a group supervision each term.
- To attend development training, including annual safeguarding training, three times per year.
- To regularly update Deputy (the software we use to log mentoring and time sheets) with relevant information about your hours and work with individual children and young people.
- To keep secure notes in accordance with Lifespace protocol and GDPR regulations.
- To collect information which enables us to assess the impact of our mentoring for each child or young person that we have worked with.

GENERAL RESPONSIBILITIES

- To work collaboratively with the Head of Delivery, Operations Co-ordinators and Lead Mentors
- to deliver an effective mentoring service.
- To support service delivery that ensures the safeguarding of young people at all times.
- To uphold the Lifespace Values:
 - **Inclusive** - We promise to treat people fairly and with respect.
 - **YOUth-led** - Young people are at the heart of everything we do.
 - **Trustworthy** - We create and nurture supportive, safe and non-judgmental spaces.
 - **Ambitious** - We do our very best for each young person we support and all young people in our community.
 - **Approachable** - We're open, warm and here for young people when they need us.
 - **Collaborative** - We choose to work in partnership with organisations that share our values so that we can make a bigger difference.

ADDITIONAL INFORMATION

- This position is unpaid.
- You will be required to attend training before commencing mentor delivery with young people.
- Access to and ability to drive is desired to the nature of our work but postholders using public transport may be considered.
- Flexibility in working locations.
- Most hours will be worked within the school day 8.50am to 4pm – many are slighter shorter. There is also opportunity to support workshop delivery within schools and out-of-school youth provision.
- Travel and other reasonable expenses will be paid.
- An Enhanced DBS check is a requirement of the role.

Updated February 2024

Person Specification

| | Requirement |
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| <p>SKILLS AND ABILITIES</p> <p>Ability to provide supportive listening for children and young people. Ability to provide mentoring support and signpost accordingly. Ability to recognise safeguarding issues in line with Lifespace Safeguarding Policy and act accordingly. Familiar with Office 365 and comfortable with arranging and holding meetings online. Ability to communicate effectively both verbally and in writing to individuals and groups.</p> | <p>Essential Essential Essential</p> <p>Desirable</p> <p>Essential</p> |
| <p>EXPERIENCE</p> <p>Experience of working with young people, specifically 7-18 years old. Experience of mental health and emotional development of young people. Experience of working with young people with additional needs. Experience of supporting young people using a variety of channels eg video, text and phone. Experience of delivering workshops/other group activities for young people. Experience of liaising of working with schools/other agencies to achieve a positive outcome.</p> | <p>Desirable Desirable Desirable Desirable</p> <p>Desirable Desirable</p> |
| <p>KNOWLEDGE</p> <p>Willingness to attend Lifespace mentor training and other applicable training as required. Knowledge of mentoring and coaching models applicable to children and young people. Have previously undertaken Lifespace mentor training or hold a relevant qualification.</p> | <p>Essential</p> <p>Desirable</p> <p>Desirable</p> |
| <p>PERSONAL ATTRIBUTES/OTHER</p> <p>Able to deliver a mentoring service that demonstrates the Lifespace values: Inclusive, YOUTH-led, Trustworthy, Ambitious, Approachable, Collaborative. The ability to work with team members to develop and improve the service offer. Enthusiasm for self-development and reflective practice, to improve the quality and impact of your mentoring.</p> | <p>Essential</p> <p>Essential</p> <p>Essential</p> |