

ROLE DESCRIPTION

Role	Mentor
Reports To	Head of Delivery
Works With	Operations Coordinator, Admin Assistant, Other Mentors, including school leads, Volunteer Mentors, Schools and other external partners
Salary	£13.90 p/h
Duration	Fixed term, sessional and permanent roles available.
Hours	Various roles ranging from 6 - 22hrs p/w, typically 39 weeks per year inc 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 partners within the bounds of mentor confidentiality.
- To liaise with the Head of Delivery, Lead Mentor and Operations Coordinator on mentoring data and outcomes.
- To hold responsibility for the consistent delivery of mentoring within allocated school or community settings, ensuring continuity, quality and responsiveness to need.

DUTIES AND KEY RESPONSIBILITIES

- To be available in school/s for an agreed number of hours each week for 36 weeks per annum, over X 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 regular one-to-one and group supervision.
- To attend development training, including annual safeguarding training.
- To work with the Head of Delivery to respond to mentoring requests from schools and other agencies so that we can start mentoring a child/young person as soon as possible.
- To regularly update database to log mentoring sessions and outcomes 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.
- To attend additional development meetings, including regular Paid Mentor Meetings, feeding into continual improvement plans.
- Provide day-to-day support to Volunteer Mentors within allocated settings, including



informal guidance, modelling good practice and signposting to supervision support where needed.

- To, as required, hold Lead Mentor responsibility for a given setting/s and cascade relevant information to other mentors working within that setting. (Note. Further details would be provided for Lead Mentors. New postholders would not undertake this additional responsibility).

GENERAL RESPONSIBILITIES

- To work collaboratively with the Head of Delivery, Operations Coordinator, Designated Safeguarding Lead and mentoring team to deliver an effective mentoring service.
- To support service delivery that ensures the safeguarding of young people at all times with awareness of safeguarding process.
- 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

- You will be paid monthly.
- You will be required to attend mentor training before commencing delivery with young people.
- You will be entitled to holiday pay on a pro-rata basis.
- 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.
- Term time post holders are not eligible for in term annual leave.
- Travel undertaken during the working day, and other reasonable expenses, will be reimbursed in line with Lifespace policy.
- An Enhanced DBS check is a requirement of the role.

Updated April 2026



Person Specification

	Requirement
<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>Essential</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 e.g. 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>Essential Essential 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>

