



POSITIVE PLACEMENTS MENTOR ROLE DESCRIPTION

1. WHAT KIND OF PEOPLE BECOME MENTORS?

All sorts of people become mentors with YMCA DownsLink Group. You don't need to have specific formal qualifications but you will need patience, resilience, empathy and tolerance. You will also need to be able to relate well to young people and enjoy spending time in their company. A sense of humour is essential!

We're looking for applicants who are at a reasonably stable point in their lives and who don't foresee any major changes in their circumstances over the next 6 to 12 months.

The volunteer role description and person specification enclosed in this pack give further information on the role of a mentor in this exciting scheme to support young people into find employment, or move into education or training.

2. POSITIVE PLACEMENTS

Overview

Aims:

To enable young people (mentees) aged 16-25 years to develop towards work readiness through mentor support.

To support young people on identified issues that have been discussed with the project coordinator.

Objectives:

To enable mentees to:

- Gain confidence
- Develop their potential
- Have new experiences
- Develop an understanding of their responsibility to their community
- Improve community cohesion
- Strengthen their CVs
- Improve their readiness for work
- Support in work.

The Scheme

Each mentee will be supported by a mentor who in turn will be supported by the project coordinator.

Journey of the Mentees

Mentees will:

- Show interest and sign onto the scheme;
- Be interviewed by the project coordinator to identify interests, development needs, skills to be strengthened and gained;
- Be paired with a mentor and placements and commit to the scheme agreement;
- Agree a time for a support meeting with their mentor and, using the skills list as a base, create a Personal Development Plan.

The mentor will support the mentee throughout this period weekly or as agreed.

The mentee and the mentor will regularly review the Personal Development Plan and when appropriate create a Progression Plan (Exit interview).

3. MENTORS

What will I do as a mentor?

Mentors will meet with their allocated mentee to get to know them and to prepare them for getting into education, training or employment. This may mean working with them on issues such as timekeeping, filling in forms, building self-esteem and confidence. You may also be required to support them to access other services and accompany them to other sites.

Meetings and contact with mentees should then be regular to assess how they are getting on and to offer support where needed.

Mentors will be supported by the project coordinator.

Mentor's commitment

Mentors are required to attend training which will consist of approximately two days, possibly over a weekend.

Upon completion of training, and once accepted as mentors, mentors are then required to complete four pieces of online e-learning;

- Safeguarding
- Information Security
- Lone-working
- Health and Safety

Following this, the mentors will be invited to attend monthly meetings with the coordinator and other mentors to share experience, review progress and discuss and issues.

Mentors are expected to be able to meet with their mentees for a minimum of an hour a week.

Becoming a Mentor

Complete an application form and return it to recruitment@ymcadlg.org

If successful you will be invited for an interview with the project coordinator and a young person to discuss your application and the project.

If accepted as a mentor:

- You will be expected to attend the training programme.
- Two references will be taken up and an Enhanced Disclosure and Barring Service (DBS) check will be processed.
- After you have completed the training the project coordinator will contact you to suggest the young person/people with whom you could be matched.

Expenses

Volunteers may claim expenses for mileage, parking and occasional coffee with their allocated young person.

4. VOLUNTEER ROLE

Role: Mentor for Positive Placements
Location: Horsham, Crawley, Mid Sussex, Guildford, Brighton & Hove
Position: Volunteer
Reports to and supported by: Project Coordinator
Responsible for: Support to young people

Responsibilities

- Attend training as required
- Prepare young people for work, working closely with the project coordinator
- Accompany young people to appointment as necessary
- Inform the project coordinator of any issues
- Attend regular supervision sessions with the coordinator and monthly mentor team meetings.

Knowledge, Role Related Skills, Qualifications & Experience

- Understanding of and commitment to equality of opportunity
- Work with young people
- Interpersonal relationship building
- Communication skills
- Customer relations
- Working collaboratively with other agencies and YMCA DownsLink Group staff
- Integrity and ethical behaviour.

Person-specification

- Mature, reliable and at a stable point in life
- Able to relate well to young people
- Willingness to volunteer under the supervision of the project coordinator and the YMCA DownsLink Group policies and procedures.
- Able to commit to meeting with a young person for an hour once a week.
- Able to volunteer long term for up to one year.