



## **Mentor**

(One to One and Group Mentoring)

5 hours per week, term time only at £11.50 per hour. Fixed contract until October 2020

Our Place are looking to recruit an enthusiastic individual with the skills and passion to hit the ground running as a Child Mentor, working with children across North Birmingham on a one to one and group basis on issues impacting on social, emotional and mental health wellbeing. Full training will be provided.

### **Role**

To support children and young people in a one to one or group mentoring environment. This role will require the Mentor to plan and deliver bespoke sessions which will enable the mentee to explore issues, identify resolutions, set goals and monitor their own achievements. This role includes working with the wider team and our partner agencies to safeguarding children and young people.

Mentors are responsible for communicating with stakeholders including schools and will on occasions be required to submit reports based on their mentoring. Mentors will also be required to engage in practice supervision, team meetings and training sessions and to provide monitoring returns on a half termly basis.

Successful Mentors will have personal qualities that reflect the Our Place ethos of being caring, supportive and encouraging.

### **Benefits / Investment for Mentors:**

- Full training at Level 3 in Mentoring in Practice
- Monthly training programme
- Public Liability Insurance
- Ongoing line management support and practice supervision
- Personal development planning and annual appraisals
- Matches will be made on the basis of interests, skills, background, knowledge and temperament of both the child/young person and the mentor.

### **Application Process:**

An application form can be downloaded from our website [www.ourplacesupport.org](http://www.ourplacesupport.org) and must be completed in full and returned by mail to [mentoring@ourplacesupport.org](mailto:mentoring@ourplacesupport.org) or by post to:

Our Place Mentoring Coordinator  
Our Place Community Hub  
Farthing Lane  
Sutton Coldfield  
B72 1RN.

**Closing date for applications: 19<sup>th</sup> April 2019**

**Interviews will be held on: 9<sup>th</sup> and 10<sup>th</sup> May 2019**



## Our Place Mentoring Scheme Mentor Job Description

**Role:** Mentor (One to One and Group Delivery)  
**Hours:** 5 hours per week, term time only  
**Salary:** £11.50 per hour

A Mentor with Our Place Mentoring Scheme is a caring, responsible, adult who serves as a listener, critical friend and role model to young people, children and parents/carers. They help to ensure that the Mentee develops important life skills by working through challenges together, developing emotional well-being and healthy relationships. Our Place Mentors enable their Mentee to be exposed to new opportunities and a wide array of resources enabling and equipping them to make positive change.

**PURPOSE OF YOUNG PERSON MENTORS:** To give a young people in need of social, emotional and mental health support the companionship / partnership of a caring adult.

### Key role and responsibilities

- To attend training and supervision sessions as required, a minimum of 2 training sessions per year (excluding initial Mentor training) and at least one supervision sessions every 3 months.
- To record and communicate safeguarding issues/concerns to school and the Mentoring Coordinator/Manager.

### One to one Mentoring:

- To work independently to plan and deliver bespoke mentoring sessions using the resources and training provided.
- To complete mentoring session notes, monthly monitoring returns and evaluation surveys

### Group Mentoring:

- To liaise with the Group Supporter to ensure they are comfortable with their role and material to be delivered, ensure they are fully utilised in the sessions and debriefed at the end of the course
- Be the point of contact for Teaching staff responsible for the group
- Be responsive to group and individual needs ensuring flexibility and tailoring of material where possible to suit learning styles and understanding levels
- To manage the delivery timings, be punctual in arrival and timely in responding to requests, actions and administration
- To manage children's behaviour - ensuring the safety of all participants whilst also learning in a more flexible environment
- Summarises the children's Evaluation scores, completes attendance hours administration and summarises the learning of the course for the Mentor Coordinator to share with the School

## **The Mentor's commitment to Our Place Mentoring Scheme**

- To be able to support a Mentee/s for up to one year on a regular basis.
- To be able to meet with your mentees on a regular basis.
- To serve as a positive role model when representing the Our Place Mentoring Scheme, by modelling desirable behaviours—e.g. patience, tolerance, and reflective listening.
- To be open to take constructive feedback regarding mentoring activities by staff, supervisors and Mentees.
- To be willing to report any problematic issues including safeguarding issues noted in your sessions.
- To have access to transport (Own or public transport) to ensure you arrive on time for your Mentoring sessions.
- To be willing to adhere to all Our Place Mentoring Scheme policies and procedures and live in accordance with the Our Place mission and values and ethos.

## **The Mentor's commitment to the Mentee**

- To support a young person through an ongoing, one-to-one relationship.
- To maintain confidentiality at all times.
- To be dependable and consistent in meeting the time commitments you have made to your Mentee.
- To serve as a positive role model and act as a resource and guide.
- To build the relationship by planning and participating in activities together
- To build mutual respect
- To help set goals and work toward their completion
- To be patient and understand the mentoring relationship is a process that takes work and time.
- To respect the mentee's right to self-determination and independence
- To be respectful of the Mentees time, opinions, and decision-making.
- To be comfortable with establishing appropriate boundaries with the Mentee
- To be encouraging and supportive of the Mentee
- To be an advocate for the Mentee

## **Application and Screening Process**

- Written applications only will be considered
- Personal interview with Our Place Mentoring Scheme Management Team



## Mentor Person Specification

### Personal Qualities and Skills

- Able to provide positive encouragement
  - Able to listen effectively with understanding and empathy
  - Able to support Mentees in setting out and working through personal goals
  - Able to seek out relevant contacts within the community and signpost as appropriate
  - Able to be non-judgemental
  - Able to create a safe and empathetic environment for mentoring
  - Able to work on a one to one basis with children
  - Able to lead group mentoring sessions.
- 
- To be a well-balanced person
  - To be a natural, genuine and consistent person
  - To be honest and have patience
  - To have patience and able to allow structured silence
  - To be committed and self-motivated

### Qualifications and Experience

#### Essential

- 18 Years and above
- Pass qualification in English and Numeracy
- Basic knowledge or qualification in IT
- Experience of working with children/young people

#### Desirable Experience

- Experience of dealing with complex cases
- Experience of working with children on both a one to one and group basis.
- Knowledge and training in safeguarding
- Basic qualification in work with children and young people

#### Desirable Qualities

- Openness to cultural differences and tolerant and respectful of individual differences
- Encouraging and supportive
- Sense of humour