

Volunteer Employment Mentor Job Description

General Information	
Directorate/Service	Growth and Prosperity, Skills and Employment
Division/Unit	Work Zones
Location	Ellesmere Port, Winsford or Northwich
Co-ordinator	Vicky Davis
Time Commitment	Up to 30 hours with each mentee
Duration	Ongoing (minimum of up to 24 weeks)

Role Summary
<p>The Volunteer Employment Mentor will assist in the Work Zones in supporting people to develop their employability, job seeking and application skills. Volunteer Employment Mentors will spend up to 30 supporting each individual. This may involve face to face meetings, telephone calls or email, and may require mentees to be signposted to other, more specialist, agencies.</p> <p>The nature of this role is to develop a relationship with a mentee. Mentors must be able to commit to a minimum of p to 24 weeks as mentees are offered up to 30 hours of one to one support. The times and days that the support takes place can be negotiated between the mentor and mentee, but it is expected that they will meet initially for around two hours per week, reducing to one hour per week after the first few weeks.</p>

Other Information	
Training and Support	<p>All Volunteer Employment Mentors will:</p> <ul style="list-style-type: none"> • Receive a full induction at the start of their placement • be offered mentor training, with the opportunity to get this accredited at Level 2 if desired • Mentors will be supported throughout the duration of their placement by the Mentor Co-ordinator • will have the opportunity to take various on-line courses relevant to the role • will be invited to attend volunteer events throughout the year • be entitled to claim travel expenses to and from the venue for volunteer employment mentoring sessions
Personal Benefits	<p>Volunteer Employment Mentors will:</p> <ul style="list-style-type: none"> • feel satisfaction in helping someone to achieve their goals • learn new and develop existing skills • have the opportunity to gain a nationally recognised qualification • have the chance to get out, have fun and meet new people • enhance their CV • experience new challenges
DBS and Permissions	<ul style="list-style-type: none"> • depending on your role, there <i>may</i> be a requirement for you to undergo a DBS (criminal records) check prior to appointment • written approval from your line manager will be required if volunteering is to take place during your work time • two written references will be obtained prior to appointment

Volunteer Employment Mentor Person Specification

Factor	Essential	Desirable
Skills and aptitude	<ul style="list-style-type: none"> • Good communication skills with a wide range of people • Ability to relate to and form effective relationships with a target group • Able to share experiences • Ability to enthuse and motivate people • Commitment to personal development • Able to form effective relationships with agencies and other professionals • Understanding of confidentiality and when this should be breached • Understanding of data protection 	
Attitude and approach	<ul style="list-style-type: none"> • Sense of humour • Positive outlook • Enthusiastic • Flexible • Persistence to follow up issues • Patience • Non-judgemental • Reliable • Commitment to equal opportunities 	
Experience		<ul style="list-style-type: none"> • Working with a target group • Previous mentoring experience • Working on a one to one basis • Awareness of working with communities and agencies
Knowledge	<ul style="list-style-type: none"> • An awareness and understanding of the day to day challenges experienced by some people in local communities 	<ul style="list-style-type: none"> • Understanding of equal opportunities
Other	<ul style="list-style-type: none"> • Able to commit to up to 30 hours over a period of 24 weeks 	<ul style="list-style-type: none"> • Able to travel to locations other than the usual place of work