



Volunteer Role: Women's Service Mentor

Support: Mentor Development Coordinator, Volunteer Manager and Women's Service Team

Purpose of the role:

- To provide support and assistance to women enrolled on the Social Mobility programme.
- To build positive connections with women and motivate them to pursue excellence in areas of personal development using the Bridge to Self Sufficiency Framework.
- To help the women improve their sense of self-worth and value the contribution they make to society in whatever work they do, both as homemakers and mothers and in paid jobs and professions outside the home.

Main responsibilities:

- Provide one-to-one mentoring in personal development for 1 hour per week to women enrolled on the Social Mobility programme.
- Provide support to women in their setting and development towards their personal goals.
- Provide practical support to women with a view to working towards their goals i.e. carrying out job searches, completion of online application forms, writing CV and covering letters.
- Plan and prepare weekly mentoring activities relevant to the needs of your mentee prior to your sessions.
- Support the Women's Service team with monitoring and evaluation by completing session logs, recording attendance, progress and helping the women complete executive skills profile and other questionnaires.
- Ensure consistent attendance of your mentee to your weekly mentoring session.
- Attend termly evaluation meeting with Mentor Development Coordinator and monitor and report on your mentee's progress.
- Communicate with Mentor Coordinator and Social Mobility Coaches and regularly and keep them informed of the progress your mentee is making as well as any specific needs or problems identified.
- Attend and participate fully in scheduled training sessions.

- Identify and communicate support and training needs to the Mentor Development Coordinator and Social Mobility Coaches and make effective use of the support mechanisms provided.
- Follow relevant policies and procedures as laid down by the Baytree Centre in delivering mentoring support to women.
- Incorporate Character Education programme into sessions, building on materials and advice provided, and encourage mentee to attend Character Education workshops hosted by Social Mobility Coaches (mentors are also welcome to attend workshops).
- Set a good example in terms of dress, punctuality and attendance.
- Be proactive in matters relating to safeguarding and health and safety.

Commitment:

- 1-2 hours per week (term time only)
- Attendance at Volunteer Service training and events.
- Mentors are asked to make a commitment of a minimum of 6 months, in order to provide the stability needed by the women in order to achieve their full potential.

Skills required:

- Enthusiasm, dedication and a genuine commitment to the progress of women.
- Dependability and consistency in meeting time commitments.
- Ability to motivate women to set their own goals and to achieve them.
- Willingness to communicate regularly with programme staff and take constructive feedback regarding mentoring.
- Capacity for planning; setting long- and short-term objectives.
- A positive, flexible, non-judgemental and patient attitude towards women with complex needs.
- Good social and communication skills – particularly listening and motivation.
- A respectful attitude towards people of different educational, economic, cultural and racial backgrounds.
- An ability to handle personal information sensitively.
- Willingness to support and uphold Baytree's aims and ethos.
- Basic knowledge of Spanish, Portuguese, French, Arabic or other language desirable.

Benefits:

- Personal fulfillment through contribution to community and an individual.
- Satisfaction in helping women improve their situation and achieve their goals.
- Ongoing training opportunities and group activities.
- Personal ongoing support and supervision in order to improve mentoring techniques.
- Social events for volunteers.

Next steps for potential Women's Service Mentor:

- Submission of recent Curriculum Vitae
- Induction session: informal interview, introduction to Baytree, Social Mobility induction, completing registration form, providing two personal referees, completing a DBS form and undertaking safeguarding training.