



JOB TITLE: Mentor Coordinator

HOURS: Part-time: 28 hours per week Monday to Thursday (this may include some Saturdays)

RESPONSIBLE TO: Women Services Director – with dotted reporting lines to service leads (Family; Training & Youth Services)

RESPONSIBLE FOR: Volunteer Mentors

ENVIRONMENT

The Baytree Centre is a women’s social inclusion project based in the heart of Brixton, working to support local women and girls in Lambeth through positive activities; skills development; academic support and character education.

We are looking for staff that will be able to engage with our beneficiaries and inspire them to achieve goals they hadn’t dreamt of by raising their horizons and motivation.

While our clients’ learning is central to what goes on at the Centre, we also believe in inspirational staff. What we do, how we behave, what we teach and how we teach it, are all fundamental to ensuring that our students learn and learn well.

JOB PURPOSE

The Mentor Coordinator is a key role across all the service areas; working with the service leads and the Volunteer Coordinator the post holder is responsible for the identification, recruitment, matching, development and management of The Baytree Centre’s volunteer mentors. Pivotal to the role is to ensure that the Baytree Centre’s Character Education programme is embedded in the mentoring projects which are delivered through either 1-1 sessions or group sessions.



MAIN DUTIES & RESPONSIBILITIES

Recruitment & Management of Volunteer Mentors

- Working with service leads to identify needs and produce Volunteer Mentor role descriptions as well as other necessary mentor recruitment materials
- Working with the Volunteer Coordinator to develop and enhance mentor recruitment streams
- Working with the Volunteer Coordinator and service leads to develop an appropriate and effective induction process including handbooks and guidance materials
- Interviewing and selecting new volunteer mentors
- Appropriately matching mentors with mentees and monitor the relationship
- Ongoing monitoring, support and motivation of volunteer mentors and support service leads with regular 1-1's with volunteer mentors
- Maintaining regular contact and support with both the clients and their assigned mentors.
- Liaising directly and indirectly with the mentee's family/carers where appropriate
- Maintaining Baytree's resource bank and developing targeted resources, catering for the requirements of mentors and mentees.
- Working with relevant members of staff to develop resources and plan workshops for the delivery of The Baytree Centre's character education programme

Training & Development of Volunteer Mentors

- Identifying & developing appropriate support and training packages in conjunction with the Volunteer Coordinator
- Developing, coordinating and delivering mentor training sessions & regular mentor focus groups
- Ensure the safety of mentors and mentees through clear Safeguarding procedures and reporting mechanisms
- Providing positive leadership and building a supportive environment for the personal development of volunteer mentors



Administration, Evaluation & Monitoring

- Ensure thorough background checks and risk assessments are carried out; monitored; recorded and followed through (ie enhanced DBS checks; character references; Safeguarding training etc)
 - Working with the Volunteer Coordinator & service leads ensure that work and performance targets are monitored, recorded and evaluated in line with relevant funder and strategic requirements through the coordination and completion of data input onto VIEWS the Centre's Monitoring & Evaluation platform in relation to Volunteer Mentors
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KEY CANDIDATE ATTRIBUTES

- Excellent communication skills
- Strong interpersonal skills and the ability to deal with a diverse range of people
- Experience of managing or coordinating projects and volunteers
- An empathy with volunteers and an understanding of their needs
- The capacity to inspire and motivate others
- The ability to deal with information in a confidential manner and respond with sensitivity
- Good organisational skills and the ability to manage a variety of tasks
- Administrative and IT skills, and an ability to maintain records and produce clear written and oral reports
- A flexible and non-judgemental approach to people and work.
- Excellent attention to detail, ability to listen to, understand and follow instructions

PERSON SPECIFICATION

- Experience of coordinating volunteer activities, programmes, workshops
- Experience of working on community-focused projects and developing strategic outcomes
- Experience of monitoring and evaluation impact of projects and programmes
- Excellent organization and time management skills



- Computer literate, with excellent written and oral communication skills.
 - Ability to work as a member of a team but also use own initiative.
 - Willingness to develop skills and keen to learn more about mentoring & befriending and volunteer management
 - Knowledge of Spanish desirable
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STANDARDS AND QUALITY ASSURANCE

- Ensure that the Matrix Standard is embedded in the service
- Adhere to all Baytree Policies
- Encourage best practice and support of procedures to protect children, young people & vulnerable adults
- Be proactive in matters relating to safeguarding and health and safety
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned by your Line Manager.
- Willingness to submit application for enhanced DBS check
- Willingness to support the aims and ethos of the Baytree Centre.
- Participate in termly INSET days comprising various strands: philosophical, theological and educational.
- Commitment to equal opportunities for all and to own continued development

Due to the nature of the work this role is open to female applicants only Equality Act 2010 : Schedule 9 : Occupational Requirements