



# Mentor Me Role Description and Person Specification

## Mentor for the Mentor Me Project

Mentor Me invites members of the community to share their skills and experience by mentoring a young person with similar interests. Mentor Me runs alongside V2W (Volunteer Your Way to Work), a youth-led project providing tailored voluntary opportunities to young people aged 14-26. Both projects sit under the Youth COAST (funded by the National Lottery) and are aimed at making the transition into work or training easier as well as promoting community integration. *Please see the Mentor Overview for more information, found on our website or email us for a copy.*

### Mentor Role Description

<b>Job title</b>	Mentor for Mentor Me project
<b>Accountable to</b>	Youth COAST Project Manager
<b>Based at</b>	Old School House, Shoreham-by-sea
<b>Contract</b>	Voluntary (expenses to be pre-agreed) min 6 months
<b>Hours</b>	minimum 2 hours per week plus 1 monthly 1hr meeting
<b>Start Date</b>	Flexible
<b>Interview Date</b>	Flexible
<b>Induction &amp; Training</b>	5hr training day – date to be confirmed following a successful interview

### Role Purpose

*ESTEEM - Empowerment, Support, Training, Education, Environment, Mentoring*

*The Old School House, Ham Rd, Shoreham, BN436PA      01903 854987 or 07490447333      hello@esteem.org.uk*

*Opening Hours: Monday & Wednesday 10am-8pm, Tuesday, Thursday & Friday 10am-5pm*



This is an exciting opportunity to work for a charity that is passionate about giving young people the chance to develop their skills and confidence, both for their own benefit and for that of society as a whole.

You can make a difference by mentoring 14-26 year olds who are developing or discovering their skills in one of V2W volunteering opportunities, which include roles such as Media Assistant, Projects Assistant, Events Organiser, Fundraiser, Office Assistant or a tailored role to suit individual skills or interests.

The mentors' role is to support young people to sustain their volunteering role or helping them to progress into Education, Employment or Training. The profile of many of Esteem's young volunteers is that they have low levels of confidence and may be quite anxious; some young people may have a history of mental health problems, homelessness and other life affecting issues including the effects of long term unemployment.

- You will be based at Esteem's Shoreham office but will occasionally meet your mentee in a public place such as a coffee shop.
- You will be skills matched up with a young person who will have similar interests, experience or personality to yours. You will support your mentee by identifying how volunteering is making them more employable and to develop an action plan with mentees. You will complete ongoing case file paperwork, weekly contact log, and relevant paperwork for evaluation and return it to the project co-ordinator at agreed stages.

### **Principal tasks and responsibilities**

1. To meet with your mentee once a week at a convenient time for you both either at the Esteem office or in a public place like a cafe.
2. To offer ongoing vocational support to your mentee and support them to access services (such as in-house Counselling or from external organisations) if they need help with any issues they are dealing with.
3. To support your mentee with their volunteering role at Esteem, if they chose to take part in the V2W program.
4. To offer positive feedback and aim to build self-confidence with your mentee.
5. To keep up contact logs up to date.
6. Complete regular reviews with mentee and create a clear action plan.
7. Attend all relevant training to your role.
8. To report any safeguarding concerns to the Project Manager or Chief Officer.
9. To maintain the required level of confidentiality in all tasks and communications.
10. Uphold the commitment of the organisation to equality and diversity and its set of values.
11. Keep a log of contact with young person.

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