

Community Works Mentoring Programme

Mentor Role Description

Role Title: Volunteer Mentor

Responsible to: Community Works Mentoring Coordinator

Community Works is committed to supporting voluntary and community sector (VCS) organisations who are working to make our city a better place. One way that we do this is by coordinating a mentoring programme which offers one to one support over a 9 month period to people who work and volunteer in the charity sector.

We bring together skilled and experienced people from the VCS, public and private sectors with mentees, to share their expertise and offer support in their professional development. This is with the aim of increasing skills, knowledge and confidence in the mentees so that they can perform their roles more effectively and ultimately strengthen their organisation. We operate the programme across Brighton, Hove, Adur and Worthing.

Role Description:

1. To take the lead in establishing initial contact with the mentee, once a match has been made.
2. To take the lead in ensuring that sessions are a safe environment.
3. To facilitate the sessions; providing structure, keeping to theme, encouraging and promoting reflection and understanding and summarising of each session.
4. To maintain boundaries between the mentor and mentee
5. To record the meeting, identifying any agreed actions.
6. To offer support and guidance in the development areas identified by the mentee.
7. To encourage reflection on the mentoring relationship, to review and evaluate its effectiveness and to maintain ongoing effectiveness.
8. To support the mentee in realising their potential.
9. To facilitate the closure of the relationship at the end of the programme.
10. To endeavour to attend to Mentor Development sessions provided by Community Works.
11. To feedback to Mentoring Coordinator and concerns with the relationship.
12. To support the Mentoring Coordinator in getting feedback on the effectiveness and meaningfulness of the mentoring programme to the mentor and mentee.
13. To volunteer according to the ethos of and the policies and procedures of Community Works.

Person Specification:

1. To be empathic to and supportive of the ideals, aims and objectives of the community and voluntary sector.
2. To have or be willing to learn the role of the mentor.
3. To be able to offer support in an empowering manner.
4. To have good listening skills.
5. To be able to keep and maintain records of meetings.
6. To be consistent, reliable, trustworthy, honest and genuine and do what you have committed to do.
7. To be able to maintain boundaries in a professional relationship.
8. To be able to offer a skill or skills required by the mentoring programme e.g. leadership skills, people skills, planning and management.
9. To be open to your own personal and professional development.

Updated November 2017