

# Role Specification



## First Steps - Volunteer Mentor

**Reports to:** Mentoring Co-ordinator

**Hours:** 12-20 hours over a three month period, voluntary position.  
This includes training and delivering five mentoring sessions and networking events

### Job Purpose

Statistics show that looked-after-children and children from a BAME background are significantly less likely to go on to higher education. The college's access and participation plan aims to deliver a number of projects aimed at addressing this issue. The Future Steps mentoring programme is one such programme.

### What do mentors need to do?

- Prepare and deliver five virtual mentoring sessions - Full training will be given to help you deliver the mentoring programme over five sessions. You will be matched and introduced to a young person who requires support to consider their next steps after college and build their resilience and confidence to support this. You will be given a number of tools and materials to deliver the project.
- Use your college email to arrange the sessions with the young person (copying the mentoring co-ordinator into all appointments).
- Full support and supervision will be given and you will be acting within a safeguarding framework.
- As well as five mentoring sessions there will be group networking events and guest speakers which will be optional for you to attend.
- You will be required to complete mentoring paperwork after each session.
- There is the option for you to gain a level 2 ILM Mentoring Certificate which would require additional paperwork to be awarded.

### How long is the programme?

Training will take place in January and then the programme starts in mid-February and will run until May. You will be expected to deliver five sessions during this time. Networking and other events are optional.

### What experience is required?

Ideally you will have some of the following experience:

- Experience of mentoring or working in a management role where you are involved in the development of people
- Flexibility to
- Worked with teenagers or young people or have experience of the young people from a looked after background or BAME community
- Professional background
- Able to provide space and time to dedicate to the programme and support the development of the young person

- A good level of education with ideally experience of higher education or professional qualifications gained for your career
- The desire to really make a difference
- An alumni or graduate of the University Centre South Essex

### **What do I get in return?**

You will be making a remarkable difference to a young person's life. This experience can also count towards a level 2 ILM Mentoring Certificate which will be awarded to you if you complete the full programme. This is valuable experience for your own personal development and CV.

### **How do I apply?**

Please find the application form on the following web page:

[www.southessex.ac.uk/he/future-steps](http://www.southessex.ac.uk/he/future-steps)

Only complete job roles for the last five years and add in education relevant to this position. In the section which asks for additional information please explain why you would like to become a mentor.

When we have received your application form we will contact you to discuss the programme and your experience in more depth. If we agree that you would be a good match for the programme you will need to complete a full DBS and provide references as this role involves working one-to-one with young people.

You will be expected to work with college safeguarding policies and procedures and full supervision will be given.

For further information email [ross.chaplin@southessex.ac.uk](mailto:ross.chaplin@southessex.ac.uk)