

## **VOLUNTEER MENTOR ROLE DESCRIPTION**

<b>Role Title:</b>	Volunteer Mentor
<b>Locations:</b>	Herefordshire, Worcestershire, Shropshire, Telford and Wrekin, Staffordshire.
<b>Expenses:</b>	All project related expenses will be reimbursed
<b>Responsible to:</b>	YSS Volunteer Co-ordinator/Keyworker

### **MAIN PURPOSE OF THE ROLE**

- To provide one to one support in the community to YSS clients with a general aim of increasing their motivation, helping them to gain achievement however small, developing their self-esteem and confidence, giving them a sense of direction, improving their communication skills, helping them to integrate into the community and redirecting them into education, training or employment as appropriate.

FULL TRAINING IS GIVEN FOR THIS ROLE

### **MAIN TASKS**

- To meet with a Mentee that has been referred for mentoring on a regular basis (usually weekly for 3 -6 months).
- Act as a positive role model
- Actively develop a supportive, professional relationship with Mentees.
- To help motivate Mentees to make positive changes in their lives
- Work towards achieving action plan outcomes set by the Mentee,.
- Provide basic information, advice and guidance about relevant issues. Depending on the project these could be things like housing, training, employment, relationships/personal issues and encourage/signpost Mentees to access professional support provided by other agencies as appropriate.
- Promote awareness of and access to relevant community resources such as advice centres, leisure facilities, libraries, community centres etc.
- If appropriate, undertake specific support roles such as job search skills, CV writing, attendance at school/college courses etc.

- Empower Mentees to make appropriate choices.
- Work at all times within the relevant operational policies including confidentiality, health and safety and safeguarding.
- Inform Mentees of the boundaries of the relationship.
- Make the necessary practical arrangements needed to meet Mentees.
- Attend and participate fully in volunteer supervision and training/support sessions.
- Complete and submit relevant paperwork as required.

## PERSON SPECIFICATION

YSS recruit volunteer mentors from all walks of life and we do not expect them to have any specific education or formal qualifications.

We are looking for volunteer mentors with potential that we can develop as well as those with relevant experience and qualifications.

## ESSENTIAL

- Aged 18 years or over.
- Have the time, enthusiasm, and willingness to volunteer with YSS for at least 12 months.
- Be able to relate to a diverse group of people and develop positive relationships.
- Be able to effectively communicate with a wide range of people.
- Be able to support and motivate individuals.
- Be able to demonstrate good listening skills.
- Be open to learning and show a commitment to personal development.
- Have a non-judgemental approach.
- Be able to attend regular individual supervision and group support meetings.
- Be available to volunteer for a minimum of three hours per week which may include evenings and weekends.

**Please refer to project information on the website [www.yss.org.uk](http://www.yss.org.uk) for more details about specific mentoring roles**



YSS Ltd  
 Patron: HRH The Princess Royal  
 Registered Office: 13-17 Carden Street Worcester, WR1 2AT  
 Company Registration Number: 4024428 Charity Number: 1081992  
[www.yss.org.uk](http://www.yss.org.uk)  
 Version : January 2015

