

Community Works Mentoring Programme

Volunteer Mentor

Role Title: Volunteer Mentor

Responsible to: Community Works Mentoring Coordinator

Community Works is committed to supporting voluntary and community action groups who are working to make our city a better place. The Community Works Mentoring programme is one way we hope to help organisations and individuals achieve this.

Through the Mentoring Programme, we aim to bring skilled and experienced people from the Community and Voluntary Sectors, Statutory and Business sectors in Brighton and Hove to share their expertise and offer support to community and voluntary sector workers in their professional development; increasing skills, knowledge and confidence so that they can more effectively perform their roles.

Role Description:

1. To take the lead in establishing initial contact with the mentee.
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 endeavour to attend to Mentor Development sessions provided by Community Works.
7. To offer support and guidance in the development areas identified by the mentee.
8. Encouraging reflection on the mentoring relationship, to review and evaluate its effectiveness and to maintain ongoing effectiveness.
9. To support the mentee in realising their potential.
10. To feedback to Mentoring Coordinator and concerns with the relationship.
11. To facilitate the closure of the relationship at the end of the programme
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 they 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, management.
9. To be open to your own personal and professional development.