

children and family action

in withernsea and holderness

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ROLE DESCRIPTION

Role Title:	Volunteer Mentor
Reporting to:	Volunteer Mentor Co-ordinator

Description of the programme:

Children and Family Action provides specific and targeted solution focused mentoring for children aged 5-11 years, based on individual needs. The programme, developed by Chance UK identifies primary school children with behavioural difficulties who are at risk of developing anti-social or criminal offending behaviour in the future and improve their lives by offering them individually tailored one-to-one mentoring with a carefully screened, trained and supervised adult volunteer. We also offer support and guidance to the children's parents and/or carers.

The volunteer mentor will:

- Participate in initial training.
- Meet with a child on a weekly basis for a period of one year.
- Participate in compulsory supervision meetings with the Programme Manager at least once a month.
- Complete session planning forms for monitoring and tracking purposes.
- Work with the child to identify goals, objectives and to help them work towards these.
- Provide support, guidance and encouragement to the child.
- Work in a solution focused way.
- Use own initiative to identify and access relevant resources.
- Exchange information regarding the child and their family with the Programme Manager.
- Maintain confidentiality in accordance with the Children and Family Action confidentiality policy.
- Report any concerns about the child in accordance with the Children and Family Action child protection policy.
- End the mentoring relationship in a positive way and cease contact with child and family following graduation.
- Participate in the evaluation of the scheme.
- To Promote and safeguard the welfare of children and young people in accordance with the Children Act 2004.

Training:

The Children and Family Action mentoring programme has a comprehensive initial training programme that all mentors must successfully complete before undertaking any mentoring. The aim of the training is to give volunteers enough information to decide whether this programme is the right one for them and to prepare them to start a mentoring relationship with a child. The training takes place over three consecutive Saturdays and all three days must be completed.

Support & Supervision:

Once recruited the volunteer mentor will be required to have regular monthly supervision sessions with the Programme Manager. These sessions will enable the organisation to monitor the development of the child and the mentor, and also address any other issues raised by the volunteer mentor. Support will also be provided by your Programme Manager as and when needed.

Commitment:

The nature of the mentoring role is to develop a relationship with a child so that specific skills can be developed, such as anger management and communication skills. It is expected that volunteer mentors will give a commitment to the mentoring relationship for 12 months. The actual times of meeting with the child can be negotiated, but it is expected that you would meet on a weekly basis, for approximately two to four hours per week. Commitment is also expected with regards to regularly attending supervision & support sessions held with your Programme Manager.

PERSONAL SPECIFICATION		
Quality	Essential/ Desirable	Training/ Interview/ Application
The ability to be resourceful and inventive enough to plan and carry out mentoring sessions that fit the child's needs.	D	T
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The ability to use and develop creative skills to enhance the mentoring and develop the child's creativity.	E	T
Fully participate in the Chance UK 21 hour training programme.	E	T
Demonstrate appropriate/respectful behaviour	E	T I
Demonstrate a basic understanding and commitment to using the solution focused approach.	E	T I
Dealing effectively with own experiences as a child	E	I
Ability to separate own emotional experiences from that of the child being mentored.	E	T I
Resilient to setbacks and disappointments, anger and frustration.	E	A I
Reliable and able to keep appointments on time.	D	T I
No impacting health/alcohol/drug issues	E	T I

Able to work in a respectful and professional manner with a wide variety of people.	E	I
Understanding of the need to be non-judgemental	E	I
Clear about the role of a mentor	D	A I
Clear about own reasons for becoming a mentor	D	A E
Some experience of children through family life, friends work or another organisation	E	I
Ability to set and maintain appropriate boundaries around discipline and other issues	E	T I
Commitment to attending supervision sessions with Children and Family Action Programme Manager once a month throughout the mentoring	E	I
Ability to communicate clearly with Children and Family Action, the child and family	E	I
Willing and able to keep records of mentoring sessions, reflect on progress and identify issues	E	I
Commitment to end the mentoring in a responsible and respectful way (even if unavoidably premature)	E	I
Commitment to attend a debriefing meeting after the mentoring has ended	E	I