**Afghan Association Paiwand**

**Job Description**

**Mentor Worker**

**Title:** Mentor Worker

**Salary:** £10 per hour

**Hours:** 8 hours per week for 32 weeks each year

**Responsible to**: Youth Project Manager

**Background:**

This project aims to engage young people, work with them intensively, and signpost them to appropriate support and services that will ultimately lead them to engaging in community activities, education, training or employment.

The post holder will help to continue the project, recruiting volunteer mentors, liaising with project partners, working with volunteers on assessing and supporting mentees where appropriate, promoting the project to beneficiaries, carrying out mentoring themselves, recording and collating information, and assisting with the evaluation after the project has concluded.

**The Role and Responsibilities of the Mentor** **Worker**

* Secure the commitment of volunteer mentors, partnership schools and the community to the vision and direction of the mentoring project.
* To supervise volunteer mentors who will be mentoring young people
* To ensure that all those involved in the project are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure success of the project.
* To ensure that practices take account of the organisation’s policies and guidelines
* Demonstrate a commitment to equal opportunities, child protection and health and safety
* To accept referrals and assess the needs of service users
* To maintain relationships with existing partner organisations and seek to establish referral procedures and networking with new partner organisations.

**Records**

* To maintain accurate record of all volunteers including DBS details, references and contact details.
* To maintain accurate records of contacts with service users in accordance with established monitoring systems.
* To maintain the confidentiality of clients with external parties at all times unless in accordance with Paiwand’s Confidentiality Policy.

**Policies**

* To review advocacy guidelines and protocols on a regular basis to ensure that these meet the changing needs of the service.
* To work in accordance with Afghan Association Paiwand’s policies and procedures, including the confidentiality policy, health and safety policy and advocacy guidelines.

**Administration**

* To carry out administration associated with the provision of mentoring services, including correspondence, photocopying, maintaining accurate records and filing.
* Write reports, recommendations and reviews as required.

**General**

* To attend and participate in supervision
* Take part in training and personal development.
* To attend and participate in team meetings.
* To be flexible in working hours – occasional evening and weekend work will be required for which time off in lieu will be given.