

## **UK Latin Community**

### **Volunteer Job Description**

**Position Title:** MENTORING SERVICES

**Work Location:** Hybrid / Onsite

**Department:** Central Office

**Start Date:** ASAP

**Shifts and Schedules:** Monday to Friday / Full time – Part Time

### **Aim of Role**

Our mentors are able to offer support and form a positive 1-1 mentoring relationship with vulnerable young people who may be experiencing difficulties in their lives. These duties will be performed while carrying out the UK Latin Community values of Caring, Honesty, Respect, and Responsibility.

### **Volunteer Role Requirements**

- Participate in initial induction training and to endeavour to attend any additional training sessions that are made available.
- Provide references and undertake a DBS check
- Undertake to be matched with a service user according to background, experience and interests and be invited to an initial inductor meeting
- Agree to meet with the service user on a weekly or fortnightly basis for a period agreed with the service user and the coordinator. (The minimum commitment on the part of the volunteer is expected to be one hour per week or fortnight for of 6 months)
- To ensure that the dates and times of meetings suit the needs of the service user and are agreed through the coordinator.
- Participate in supervision meetings with the coordinator
- Work with the service user to identify goals and objectives and help them work towards these
- Complete visit reports and expenses and keep a record of progress being achieved by the service user for monitoring and tracking purposes
- To discuss any areas of concern about the needs of the service user with the coordinator
- To work in partnership with others, where appropriate, who may be involved in supporting the service user
- To maintain confidentiality
- To work in a non-discriminatory manner that shows respect for everyone.
- To be aware of personal safety issues when working as a Mentoring Volunteer and to report any safety issues or concerns to Central Office
- To inform the coordinator if you are unable to meet commitments or are going on holiday

### **PERSONAL SPECIFICATION**

#### **WHAT WE'RE LOOKING FOR IN YOU!**

- A commitment to supporting vulnerable children and young people
- An understanding of the issues relating to vulnerable children and young people
- An understanding of the barriers faced by vulnerable children and young people
- Friendly and approachable
- Ability to maintain boundaries and confidentiality
- Ability to communicate clearly
- Willingness to commit to volunteering
- Willingness to participate in initial and ongoing training
- Pragmatic approach to resolving problems

- Honest and trustworthy
- Punctual, reliable and well-organised
- A commitment to equality and diversity with service users and other workers
- A good sense of humour

**Application Process**

- Complete application and confidentiality statement
- Interview with Volunteer Coordinator
- Due to the nature of this volunteer opportunity the role is subject to a DBS check
- Provide two references
- Provide copies of any relevant certificates
- Attend mandatory training