JOB DESCRIPTION

**Job title:** Mentor

**Reporting to:** CEO/Line manager of Pyramid Mentoring

**Location:** Various locations in the community

**Pyramid Mentoring mission statement**

Pyramid Mentoring provides a high quality 121 mentoring service that supports clients to achieve person centred goals. With our specialist trained mentors we develop confidence, skills, independence, resilience and positive experiences through a bespoke programme that inspires change to help clients on their journey to reach their potential.

**Overall purpose of the job**

Under the direction of the CEO and your line manager, you will deliver bespoke one to one mentoring sessions to at risk clients. Your role is to work with the client and support the agreed goals/objectives that will be identified by the CEO, your line manager, client and any other support agencies.

Working for Pyramid is flexible and hours will meet the needs of both you and the client. Each placement has a minimum of 2 hours per week and the number of placements you have is under agreement with your line manager and after a successful bid to offer work.

**Role of the mentor**

* To take the lead in supporting an at risk client through an ongoing one-to-one relationship.
* To commit a minimum of six months to support the client on a weekly basis.
* To serve as a positive role model by modelling desirable behaviors e.g. patience, tolerance and active listening.
* Willingness to co-operate and be flexible with the client regarding decisions that are made to achieve the goals or objectives.
* Build a relationship by planning and participating in activities together.
* Build motivation and self-esteem with the client.
* To feedback any worries or concerns to your line manager in the first instance.
* To complete an ongoing record of each session and contacts including chronology of telephone calls and emails.

**Eligibility requirements**

* To be a responsible and caring adult
* A strong desire to work with at risk clients.
* A willingness to consistently meet with the client on a weekly basis.
* Willingness to participate in initial and ongoing training to enhance the quality of the mentoring relationship.
* Ability to adhere to all Pyramid Mentoring’s policies and procedures.
* Be willing to communicate with your line manager by submitting weekly activity information and take constructive feedback regarding mentoring sessions with the client.
* If transporting clients in own car have a full UK driving license and business insurance.
* Consent to a criminal background check, application form and provide two references.

**Application process**

* Written application.
* Personal interview (remote)
* Voluntary attendance to initial mentor training.
* Employment offer made
* Enhanced criminal background check (DBS).
* Driver’s license and insurance check.
* Two satisfactory references.