**JOB DESCRIPTION**

**Job Title:** Mentor (Voluntary)

**Employer:** BANG Edutainment Ltd

**Location:** 2nd Floor, 89-93 High St, London NW10 4NX (Currently Remote)

**Accountable To:**  Project Manager

**Accountable For:**  Mentee

**Volunteering hours: 1-2 hours per week**

**About BANG**

BANG Edutainment is a youth-powered, community leadership organisation based in the heart of Brent. Our Vision is a world in which all young people are valued and inspired to thrive and contribute positively to their communities.

During this challenging time, we will remain accessible and committed to ensuring that the safety concerns of children, young people and families living in Brent, are prioritised. We are extending our reach across the borough by working closely with partner organisations, sharing our experience and knowledge to support those most in need.

**Background & Outline of Post**

BANG Evolution is a mentoring and coaching programme, helping young people develop and enhance their skills and knowledge to reach their full potential, enabling them to contribute to their community and wider society positively. The programme will identify and create the tools to help young people make positive choices to achieve both immediate and long term success and overcome barriers they have and are yet to encounter due to family, school, friends, the community, society and as of recent, the COVID-19 pandemic.

Mentors should expect to develop a deeper understanding of the challenges young people are currently facing. Mentors should experience providing on-going motivation, encouragement, guidance and support, which will help establish communication and coaching skills and add to their list of achievements.

A mentor is an additional person young people can depend on for advice on any challenges they may be facing and are unable to express to their family or friends.

**As a mentor you can:**

* Shape future leaders of tomorrow
* Change a young persons life
* Develop communication skills
* Improve interpersonal skills
* Develop a deeper understanding of the challenges young people face
* Support a young person at a crucial time in their development
* Provide motivation, encouragement, guidance and support
* Help young people to stay grounded and set realistic goals

**Main Areas of responsibility**

* Engage with mentee on a weekly basis, providing support, guidance, encouragement and motivation
* Encourage mentees to express any issues, ideas or concerns they have and understand their respective situations
* Support mentees to set realistic goals and review their progress frequently
* Keep up to date and accurate record of all mentee interaction
* To be attentive of any safeguarding issues and to report any concerns to Project Manager
* Attend volunteer monthly meetings to discuss progress of mentee and any concerns that may have risen
* Adhere to data protection, confidentiality and safeguarding protocols

General

* To work evenings and weekends as, and when, required.
* Deliver all services in accordance with BANG policies and procedures
* To undertake training and attend meetings as required and as directed by the line
* manager
* Ensure compliance with relevant legislation at all times
* To carry out any other duties which are consistent or commensurate with the role

**PERSON SPECIFICATION:**

**The following are the essential and desirable requirements that will be used to assess your application form. Please ensure that you cover the criteria in your answers including all your experience, both paid and unpaid.**

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| --- | --- | --- |
| **Skills/Requirements** | **Essential** | **Desirable** |
| * Must be over 18 years old * Passion for helping young people * Ability to listen actively and respond efficiently * Good time management and organisation skills * Ability to build and maintain a rapport with mentee for sustainable amount of time * Have an understanding of the challenges young people face * Be able to understand and be sensitive to a variety of issues * Have a continuous non-judgmental approach to mentoring * Attend extensive training to be prepared to support young people * Access to a computer and internet with a valid email address * Comfortable home working environment | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |

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| --- | --- | --- |
| **General** | **Essential** | **Desirable** |
| * Adhere to all legislation and policies and procedures in relation to working with young people and families * Agree to an Enhanced DBS Check * Demonstrate an understanding of and a proactive commitment to diversity and equal opportunities * A flexible and adaptable approach | **✓**  **✓**  **✓**  **✓** |  |

**How to apply:**

Please complete the application form here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=gnqYO282nUGbWjHx0G0yMyXNMXeoAqlNmUUEGiHtMlJUM0w2SEU3SEdUMEtJQlAwTFMzRVpIREoyTC4u>

**For any questions, please contact** [**mentors@wearebang.com**](mailto:mentors@wearebang.com)

Reviewed: Feb 2021