

**Volunteer Centre Sutton Role Description
MAPS Volunteer Mentor**

Responsible to	MAPS Manager
Purpose	To provide mentoring support to vulnerable children and young people that are experiencing difficulty or challenging life circumstances.
Description	Mentoring is a positive one to one relationship where a volunteer mentor (adult) meets with a young person (mentee) once a week for a year. It's an opportunity for the mentee to talk about issues that may be affecting them, receive support and guidance, learn new skills, try new activities and have some fun. The project is co-ordinated by the MAPS team in line with the Volunteer Centre Sutton's objectives, policies, and procedures.

Main Duties	The main duties of the post are:
1	Mentoring Support
2	Recording and Monitoring
3	Supervision
3	Training
4	Safeguarding

1	<p>Mentoring Support</p> <ul style="list-style-type: none"> To provide support and practical guidance as well as inspiring and motivating a young person To meet weekly for a period of one to two hours within the community for a 12 months or To meet for one lesson during the school term for school based mentoring relationships for 12 months
2	<p>Recording and Monitoring</p> <ul style="list-style-type: none"> Completion of meeting records and expenses on a monthly basis All records & knowledge of child and situation to remain confidential
3	<p>Supervision</p> <ul style="list-style-type: none"> To attend individual supervision with mentoring coordinator monthly To participate in quarterly reviews with the mentoring coordinator and child or young person
4	<p>Training</p> <ul style="list-style-type: none"> To attend full MAPS Mentoring training and induction, which includes child safeguarding training. To complete all relevant paperwork in line with safe recruitment protocols and procedures which include an enhanced DBS, self declaration form and two personal references.
5	<p>Safeguarding</p> <ul style="list-style-type: none"> To carry out the mentoring role in line with risk assessment, child safeguarding practices and MAPS protocols To report any safeguarding concerns in line with VCS & LBS protocols.