

Dear Applicant

RE: Position of Mentoring and Advocacy Practitioner

[Thank you for your interest in this post.](#)

Please read the Job Description, Person Specification and Guidance Notes before submitting your application. Your CV and brief supporting statement will be used as part of the shortlisting process, so please ensure your statement clearly demonstrates how your skills and experience meet the requirements of the role.

Application deadline: Midnight, Wednesday 30 September 2026

Interviews: From Monday 5th October 2026

If you have not heard from us by 10 October 2026, please assume that you have not been shortlisted. Unfortunately, we are unable to provide individual feedback to applicants who are not shortlisted.

We look forward to receiving your application.

Yours faithfully,

Anita Maullin
Chief Executive

Guidance Notes

Please read the Job Description and Person Specification carefully before applying. The Job Description outlines the main duties and responsibilities of the role. The Person Specification sets out the experience, knowledge, skills and abilities required. These criteria will be used when shortlisting, so please ensure your supporting statement clearly demonstrates how you meet each requirement.

How to Apply

Your application should include:

1. A supporting statement of no more than 600 words

Please explain why you are interested in joining Volunteer Centre Sutton and why you are suitable for the role. Your statement should address the criteria in the Person Specification in order, using examples from your paid or voluntary experience, training and qualifications. Due to the potential volume of applications, we reserve the right not to shortlist applications that do not address the Person Specification.

2. A full CV

Please include your qualifications, full employment history, key responsibilities and relevant achievements. Please also explain any gaps in employment and include relevant voluntary experience.

3. A short covering letter

Please include the contact details of two referees, one of whom should normally be your current employer. For each referee, provide their name, role, organisation, relationship to you, how long they have known you, address, telephone number and email address. Referees will only be contacted if you are offered the role and their details will be treated confidentially.

Additional Information

Criminal convictions: Please provide details of any prosecution currently pending or any convictions or police cautions. If applicable, please provide these separately in a confidential attachment. This information will only be opened by the Chair of the Interview Panel if you are shortlisted. A conviction or caution will not automatically prevent you from being considered for the post.

Guaranteed interview scheme: Volunteer Centre Sutton supports positive action in employment for disabled people and operates a guaranteed interview scheme. Disabled applicants who meet the minimum requirements for the role will be guaranteed an interview. If you wish to be considered under this scheme, please indicate this in your application.

Applications

Please email your application to **Anita Maullin** at anitamaullin@vcsutton.org.uk.

Volunteer Centre Sutton, Carew House, Wallington, Surrey, SW60DX

Application deadline: Midnight, Wednesday 30 September 2026

Interviews: From Monday 5th October 2026

JOB DESCRIPTION

Job Title	Mentoring and Advocacy Practitioner	Location	Carew House, Wallington SM60DX
Salary	£28,226 to £31,251 (inc. Outer London Weighting) + pension contribution	Hours	36 hours + 24 hours per week
Reports to	MAPS Deputy Manager		
Responsible for	Implementing and co-ordinating a 1:1 mentoring project in Sutton Implementing and delivering children's advocacy in Sutton		
Main Purpose and Scope of the Job	To recruit and support a team of volunteer mentors, matching them with vulnerable children & young people To deliver Advocacy for children and young people in the care of the Local Authority and those involved in the Child Protection process or Youth Justice		
The main duties of the post are to:			
1.	Promotion, Development and Campaigning		
	• Develop and maintain good working relationships with key players in voluntary and statutory sectors and agencies working with young people from the target client group. • Develop the concept of volunteers as mentors and advocates for young people in the community. • Engage with children and families, supporting them to access the service. • Supporting young people to maximise their experience of Mentoring and Advocacy. • Develop and maintain service policies and good practice procedures as appropriate, provide information on good practice with volunteers to social workers and other statutory professionals working with young people. • Develop and maintain an information resource to support the project.		
2.	Liaison with Schools, Statutory, Voluntary Agencies or Services		
	• Liaise with key staff in Borough Children's Service teams, Schools and appropriate Agencies internally and externally. • Liaise with other appropriate personnel and partners working with young people at risk.		
3.	Mentoring Training, Support and Supervision		
	• Work with the Mentoring Manager to continue developing and delivering appropriate mentor training, including interviewing and recruiting new volunteers. • Work in partnership with key staff to facilitate the matching of mentors with young people. • Provide 1:1 support and supervision for the mentors. • Co-ordinate group support sessions where and when appropriate.		
4.	Advocacy Implementation and Delivery		
	• Work with the Advocacy Lead to implement and continue developing Advocacy administration processes • Work with the Advocacy Lead to continue developing and delivering appropriate advocate training, including interviewing and recruiting new volunteers.		

	• Deliver Advocacy for children and young people in the care of the Local Authority and those involved with the Child Protection process or Youth Justice
5.	Legislation • Be aware of current legislation and guidance relating to working with young people. • Be aware of current legislation relating to Health & Safety, especially in “on site” situations and ensure all necessary requirements are addressed. • Be aware of VCS’s Child Safeguarding Policy and Procedures and, where appropriate, be responsible for its implementation in all aspects of your work.
6.	Safeguarding • Follow VCS policies and procedures with regards to any safeguarding issues relating to MAPS service users and be responsible for taking appropriate action to respond to these issues.
Other duties of the post are to:	
6.	Vision and Mission • Embrace the spirit of VCS’ Vision to ‘Build a Better life through Volunteering’ • Support the delivery of our mission ‘To harness the power of volunteering to empower individuals, strengthen communities and create positive change’. • Be responsible for the development and constant updating of your own personal work plan, linked to Volunteer Centre Sutton’s delivery plan, in agreement with your line manager
7.	Administration, Monitoring and Evaluation • Be responsible for the timeliness of updating all administration and all records relating to your role. • Ensure the accurate recording of all activity undertaken. • Collect, collate and interpret relevant statistical information and qualitative and quantitative monitoring to meet the requirements of the funder and to develop the service. • Evaluate the service/project against pre-set targets and quality standards. • Maintain Best Practice and the Approved Provider Standards.
8.	Staff Training & Meetings • Attend appropriate training and staff meetings as required. • Be personally responsible for all personal professional development
9.	Supervision & Appraisal • Keep the Line Manager updated on all aspects of the job description through supervision and appraisal. • Positively engage in all supervision and appraisal meetings for the benefit of all Volunteer Centre Sutton’s activities and events.
10.	Teamwork & Events • Work as part of the Volunteer Centre Sutton’s team, positively contributing to Volunteer Centre Sutton life. • Support key VCS Events including Volunteers week, Trustees week and VCS’ Annual events as required.
11.	Equality & Diversity • Work within VCS’s Equality & Diversity Policy at all times, promoting anti-discriminatory practice within the context of the project.

12.	Other Duties Undertake other such duties within the competence of the post holder which may be reasonably required from time to time.
-----	--

Please Note: Duties outlined in this Job Description may be reviewed and amended from time to time.

5. PERSON SPECIFICATION

Criteria	Essential	Desirable	Tested
Experience	Proficient with using MS packages including Word, Excel, Outlook, as well as with databases		Application
	Proven track record in working with young people with complex concerns	Youth Work Qualification or aligned degree	Application/ Interview
	Ability to coordinate and support volunteers		Application/ Interview
	Experience of working within robust policies and procedures		Application/ Interview
	Knowledge of training packages	Experience of delivering training in various formats	Application/ Interview
	Understanding and experience of the purpose and value of Advocacy	Experience of Advocating for others	Application/ Interview
Skills and Personal Attributes	Ability and enthusiasm for working independently		Application Interview
	Good data management skills and a high attention to detail, required to collate, analyse and disseminate information		Application
	Interest in the issues and challenges facing vulnerable young people and the Voluntary sector in the UK	Experience of leading teams overcoming challenges young people face	Interview
	Experience of safeguarding policies and procedures		
	Good team player	Management experience of teams	
	Knowledge and understanding of boundaries of strict Confidentiality in a community-based setting		
Other job related requirements	Ability to work flexibly and potentially out of hours		Application

BACKGROUND INFORMATION

Volunteer Centre Sutton (VCS) is the operational name of Sutton Borough Volunteer Bureau (SBVB). We are a local charity based at Carew House, Wallington, Surrey.

Legal Status

Sutton Borough Volunteer Bureau was established in 1965 as part of Sutton Centre for the Voluntary Sector and later became an independent charity. VCS is a registered charity (No. 1048978) and a Charitable Incorporated Organisation.

Volunteer Centre Sutton provides the infrastructure for volunteering across the London Borough of Sutton. We connect local residents with volunteering opportunities and work with more than 200 voluntary and community organisations, supporting around 1,500 residents to volunteer each year.

Our work includes five core areas:

Volunteer Brokerage – connecting residents with suitable volunteering opportunities and supporting people who may need additional help to volunteer.

Good Practice Development – supporting organisations to recruit, manage and retain volunteers effectively and in line with good practice.

Volunteering Development – helping organisations develop meaningful volunteering opportunities, including volunteer roles, recruitment, supervision and support.

VCS has also developed and delivered a range of projects responding to identified local needs. These include MAPS (Mentoring, Advocacy and Peer Support), Sutton Befriending, Community support for Ukrainian and Afghan refugees, and Together for Sutton consortium, benefit support, amongst other programmes.

Partners and Networks

VCS works closely with voluntary, statutory and community organisations across Sutton to develop opportunities and strengthen local services. We work with partners including the London Borough of Sutton, Community Action Sutton and the Together For Sutton to contribute to local partnership and networking arrangements.

PROTECTION OF CHILDREN AND SAFEGUARDING VULNERABLE ADULTS

Depending on the role, the post may involve working with or having access to children, young people or adults who may be vulnerable. Where the role is exempt from the Rehabilitation of Offenders Act 1974, applicants will be required to declare relevant convictions, cautions, bind-overs and pending prosecutions, including those which may otherwise be considered spent.

Any information disclosed will be treated confidentially and considered fairly alongside the requirements of the role. A criminal record will not automatically prevent an applicant from being appointed. The nature