



JOB TITLE	Peer Mentor
Delivery	County Durham
RESPONSIBLE FOR	Up to 5 mentees
REPORTING TO	Peer Mentor Supervisor
Salary	Based on age (living wage)
Hours	16 hours per week

First Point Training is an award-winning training company based in County Durham, one of our aims is helping people to transform their lives through work, training, education, and advice.

Our vision is to *#makeadifference*.

Peer Mentoring – Young People

This pilot is the first for Durham County Council, and we are thrilled to have been successful in winning the contract with our proposed bid. We designed and bid for this work as we want to be able to offer support and guidance to any young person who has faced barriers and not succeeded as well as they had hoped. Often life gets in the way and we want to make sure we can support anyone aged 24 or under and make sure they get the best shot at what they want to do. No-one should be written off purely down to not having advantages and opportunities.

To be suitable for this role you must be able to demonstrate the following values:

- Support Choice,
- Share Hope,
- Withhold judgement about others,
- Educate and Advocate,
- be able to listen with sensitivity.

Mentoring aim

To improve the knowledge and skills of mentees and as a mentor using own knowledge and experience to support mentees to develop skills and strategies.

Mentoring Specific aims

- To improve the mentees awareness and application of transferable professional skills
- To improve the mentees understanding of self-presentation and how to build their network.
- To improve the mentees skills and knowledge

Mentor specification

We are looking for mentors who display the following:

- At least one years' experience working in specific sectors required for the role.
- Knowledge and experience of how to network and develop contacts.
- Knowledge and experience of building supportive relationships.
- The skill of being able to question and challenge constructively.
- To work to and respect confidentiality.
- Ability to identify and address barriers to progression.
- Ability to use one's own perspective professionally.
- Planning and organisational skills
- Skills in setting goals and record keeping.

Mentor specification for Industry specific mentors:

- Knowledge of appropriate contacts (and how to develop contacts)
- Knowledge of one's own industry and standards, expectations, and requirements to work within it.

KEY RESPONSIBILITIES

As a 'critical friend' Mentors should offer guidance, support, and form a positive one-to-one relationship with mentees, who may have difficulty when it comes to knowledge, understanding and developing new skills. The mentor's role is to provide support to the mentee to enable them to take responsibility for areas of professional development. The mentor is there to help improve the knowledge and required skills of the mentee by creating a supportive, challenging and a reflective learning environment.

The mentor's role is to support their mentees by:

- Empowering them to resolve current issues and to develop coping strategies for the future.
- Provide a model for a healthy, trusting relationship through clear communication and setting appropriate boundaries.
- Acknowledging their strengths, talents and gifts and encouraging them to find ways to use them.
- Be an active listener and offer support and encouragement when appropriate.
- Engage in activities outside of the home to help expose youth to new opportunities and experiences.

PERSON SPECIFICATION, QUALITIES & EXPERIENCE

We recognise that a range mentors can provide a wide spectrum and depth of knowledge and experience to the project. We value these perspectives and seek to bring out the best in our students to do so. Whilst such qualities bring a unique value to mentoring, we believe that there are qualities that all mentors should display in their work with mentees.

These qualities include a mentor being:

Supportive, Positive, Enthusiastic, Friendly, Reliable, Patient, Committed, Interested, Engaged

Tasks include:

- To liaise with the Peer Mentor Supervisor to identify an appropriate mentee to work with.
- To provide a safe space in which mentees can talk about a particular issue around their knowledge and understanding of their role as a mentee.
- To build an effective short-term relationship with a mentee.
- To plan mentoring sessions with mentee in advance where the mentee brings their agenda to be discussed.
- To listen to and help mentees to identify and address barriers to their knowledge and understanding.
- To offer perspective, drawing on own experience in applying for and working in roles in industry.
- To support the mentee and to set and monitor agreed goals in line with the mentee's targets.
- To keep effective written records of meetings using the forms provided and undertake relevant evaluations.

Mental Health or specific mentors will also be required to undertake the following tasks:

- To support mentees by sharing industry specific knowledge around expectations and requirements of staff.
- To support mentees by increasing First Point mentees knowledge of contacts and how to network.

Feedback

In addition to your role is giving frequent and sincere positive feedback, effective mentors should also be willing and able to give mentees corrective feedback.

When observing your mentees making mistakes or performing in less than desirable ways, you should be able to be direct with your mentees, letting them know what you perceive and providing some better ways for handling the situations. It will probably be better for them to hear it from you than from others. This is an aspect of the mentor's protection skill, Managing Risks.

Time commitment

- To commit to working with a mentee for the duration of the mentoring agreement (usually up to six months).
- To meet with a mentee on average where agreed for approximately one / two times per month and for approximately one hour per meeting.

Support

- To undertake a short mentoring induction, provided to you by the Peer Mentor Supervisor.
- To participate in supervision sessions and observation with the Peer Mentor Supervisor with your mentee.

Safeguarding and Wellbeing

- To work according to the guidance of the Mentoring Project.
- To establish and maintain appropriate professional boundaries.



- To work with your mentee always observing confidentiality.
- To respect different cultural values and work in a non-discriminatory manner.