



Job Description

Maternity Cover for 9 months

18.5 hrs per week, Pro rata Salary £13,635 per annum.

FTE £27,270

Gloucestershire Mentoring Programme

Project Coordination and Mentor Supervisor

(This post is offered on a fixed term contract for 9 months)

Thames Valley Partnership (TVP) is an established charity, delivering a range of services to support those who are vulnerable or at risk of exclusion. We also work to develop long-term solutions to the issues of crime and social exclusion, and work at both practical and strategic levels to influence policy and share good practice. We have a proven track record of service delivery across the Thames Valley, supporting victims of crime and offenders and their families.

Gloucestershire Mentoring Programme (GMP) is a new early intervention support service for vulnerable girls and young women in Gloucestershire and South Gloucestershire – specifically, 11-25 year olds considered at risk of being linked to criminal activity. TVP is one of the seven trusted mentoring organisations collaborating to deliver this service, which offers such young people the chance to form a long-lasting relationship with a trained volunteer mentor. Having a relationship with a trusted independent adult can be life changing, helping them to build resilience and grow in confidence, and empowering them to have a more positive future. For more information visit gloucestershirementoringprogramme.co.uk

Job Purpose and Scope:

Reporting to our Programme Manager, you will be required to collaborate with the six other GMP providers to deliver TVP's planned contribution to GMP. This will involve promoting GMP, securing referrals for our GMP service, and recruiting and training volunteer mentors to provide this service. And within TVP, you will oversee activities to deliver our GMP service, reporting to the external evaluator on a regular basis.

You will be responsible for overseeing and monitoring the case management system, ensuring prompt and efficient transfer of information, keeping good lines of communication open and ensuring the efficient working and throughput of cases.

To succeed in this role, you will need to be flexible with excellent organisation, administration and communication skills; also, confident, comfortable with minimal supervision, and able to work collaboratively. Previous experience of managing staff or volunteers is also desirable.

You will be handling sensitive and personal information on the clients we support, therefore ensuring confidentiality and security of information at all times is paramount.

This is a rewarding and interesting role where you will be required to work closely with a range of people and organisations. The key external points of contact for this postholder are: other GPM providers; the GPM Programme Coordinator (who oversees and facilitates the delivery of the whole GMP service); CHK Foundation (GMP funder); referring agencies; and volunteer recruitment advocates. Internally, you will be working with mentees, volunteer mentors and a supportive and friendly core team operating from offices in Haddenham, Buckinghamshire.

Principal Roles and Responsibilities:

- Manage all referrals to the Programme.
- Meet with clients who have been referred to TVP as potential GMP mentees, and conduct an initial needs assessment and confirm their suitability for the Programme.
- Help to recruit and train volunteer mentors, and ensure all volunteers are kept up to date with training elements such as Safeguarding and GDPR.
- Match mentees with suitable volunteer mentors.
- Oversee mentoring relationships, carrying out regular reviews and checking action plans.
- Manage, support and supervise mentors, offering six weekly supervision meetings, ensuring compliance with policy and procedures, and helping them with case management.
- Maintain all records relating to the Programme
- Maintain databases and undertake any other administrative duties.
- Actively promote the Programme to potential referrers, explaining the benefits of mentoring support.
- Actively promote the Programme within the local business community to recruit volunteer mentors.
- Work collaboratively with the other Programme providers.
- Talent Management: support the delivery of a robust and consistent volunteer recruitment procedure.

Skills, Knowledge and Abilities

- Strong interpersonal skills to deal with a diverse range of people.
- An understanding of GDPR and ability to handle confidential matters.
- Excellent organisational skills and time management.
- Excellent communication skills written and all forms of media.
- Experience and an understanding of volunteers and their requirements.
- IT Knowledge, Microsoft Professional is essential.
- Own Vehicle and the ability to travel locally.
- The capacity to motivate and inspire others.
- Passion for the delivery of excellent service.
- Maintain Databases and handle all administration duties.
- Team Player

This job description indicates the main role and responsibilities of the post and is not intended to be an exhaustive list. The Thames Valley Partnership reserves the right to amend this job description from time to time, according to the needs of the organisation. Any changes will be confirmed in writing. Other duties may be required, from time to time, according to the needs of the Thames Valley Partnership.