# **Mentor Role Description**

**How it works**

We support individuals who are leaving the criminal justice system or are considered at risk of offending to restart their lives and make positive changes, in order to build new futures free from crime. We create individual support plans for every client we support. These plans identify the individual’s specific needs, aspirations and future goals, while addressing relevant skills development requirements and offending behaviour support needs. Our mentor support element is key to the success of our work and is integral to our participants’ successful progression.

We support people into employment, training, apprenticeships and education, whichever provides the most relevant and appropriate benefit for the individual client.

We encourage our mentors to meet the person specifications as detailed in our Mentor Person Specification sheet which is included in our Mentor Application pack or can be obtained by emailing us at [office@therwf.org](mailto:office@therwf.org).

Being an RWF Mentor is a challenging and highly rewarding role for the right person and although we provide a person specification, we encourage applications from a variety of social, cultural and professional backgrounds. ***The most important requirement is that our mentors truly want to help the people we support, to realise their potential and believe in their capacity to change and fulfil that potential.***

**Role Description.**

As an RWF Mentor you will build positive, motivational relationships with a mentee who has been exposed to the criminal justice system, helping to guide them on their way to progression onto employment, training or education.

Being a reliable role model, you will combine consistency and efficiency with the flexibility to work around the often chaotic lives of the people you’ll be supporting. You will provide 1-2-1 support for your mentees, focussing on their personal development as well as their employability and their emotional health, encouraging them to take responsibility for their lives, actions and futures.

We will match you with a suitable mentee, who you will support for 9-12 months. You will only ever work with one person at a time so that you can focus on building a relationship and respond to their needs. As a mentor you are committing to following through on this relationship for the duration: we need people who can provide consistent and reliable support.

To really fulfil this role, you will need plenty of energy and a real interest in working with this group, and be able to motivate challenging people.

**Face-to-face mentoring will involve:**

* Maintaining regular contact with your mentees.
* Spending regular 1-2-1 time with each mentee.
* Helping mentees to set and achieve goals in their Mentoring Action Plans.
* Offering advice and support on achieving these goals and around issues that arise during the mentoring relationship.
* Reviewing the Action Points in Mentoring Action Plan. **[WITH WHO?]**
* Offering informal counselling as well as ongoing motivation and encouragement. **[DO MENTEES ALSO GET PROFESSIONAL COUNSELLING? IF SO WE SHOULD SAY THAT]**
* Being in ad-hoc but regular contact as becomes necessary/is requested with mentees to help them manage any challenges that arise.
* Providing regular and timely feedback to The Reasons Why Foundation.
* Keeping clear paper/electronic records of interactions/support provided and requested by/with each mentee.
* Attending an initial 3-way meeting with an RWF Staff member and each new mentee.
* Attend ing mentoring events to help build/strengthen mentoring relationships, rapport, trust and knowledge.
* Attending a concluding progress meeting to provide feedback prior to mentee’s progression into employment, training or education.

**Full support will be provided and you will always have someone on our staff team that you can contact if you need/want to ask anything or need/want support.**