

CHILTERN LIGHTHOUSE MENTORING

23, Kings Close, Chalfont St Giles, Bucks. HP8 4HW

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Job Description for a Mentoring Programme Co-ordinator

POST: Programme Co-ordinator – Part Time Casual

ACCOUNTABLE TO: Business Director

RESPONSIBLE FOR: Team Leaders and other volunteers

DATE: November 2011

MAIN PURPOSE OF JOB:

To manage, develop and co-ordinate the Early Intervention Programme reporting to the Business Director and the Management Board.

MAIN DUTIES AND RESPONSIBILITIES:

Management and Development

Manage the development and implementation of the Early Intervention programme to support young people in conjunction with partner organisations. Directly supervise the work of the Team Leaders and other volunteers involved with the programme, prioritising and allocating work as appropriate. Including initial screening of young people.

Develop and implement a group Activities Programme.

Recruitment of Volunteers

Recruit volunteers in accordance with organisation's recruitment process.

Volunteer Training

Plan and deliver an effective volunteer training programme, with updates, in co-ordination with other relevant agencies.

Volunteer Support

Provide ongoing support and supervision to the teams to enable them to receive the maximum benefits from the programme. Facilitate the beginning and ending of the relationship including matching volunteers to young people and overseeing the relationship.

Monitoring and Evaluation

Record all data, including all users' opinions of the scheme, to enable the organisation to monitor the progress of the programme and evaluate its overall effectiveness.

Reporting

Act as Secretary to the Board keeping them, senior managers and partners informed on all matters relating to the programme. Provide monthly reports to the Programme Manager.

Finances

Provide input and monitoring into the budget setting for the Operations Section.

General

Represent Chiltern Lighthouse Mentoring in the wider community.

**Chiltern Lighthouse Mentoring
An Early Intervention & Prevention Programme
PERSON SPECIFICATION**

Programme Co-ordinator

	Essential	Desirable
Education/Experience Qualifications	<p>Relevant previous experience supervising or managing a team. (either with volunteers or paid staff)</p> <p>(Further training available with potential management qualification)</p> <p>Current driving licence & transport</p>	<p>Previous experience with young people</p> <p>Previous experience as mentor or advisor, but training given</p>
Knowledge and Skills	<p>Time Management, planning and organisational skills.</p> <p>Able to build rapport and trust</p> <p>Clear and effective communicator, both orally and in writing.</p> <p>Good listening skills.</p> <p>Effective interpersonal skills to forge and develop strong work relationships with people from all backgrounds and cultures</p> <p>Demonstrate empathy and understanding of others</p> <p>Good IT skills with e-mail facilities at home.</p>	<p>Young Peoples' issues and interests</p>
Abilities	<p>Ability to lead, manage, motivate and guide others to achieve successful outcomes for young people on the programme</p> <p>Ability to work with confidentiality and discretion</p> <p>Ability to work on own initiative</p>	
Personal Qualities	<p>Non-judgemental</p> <p>Approachable to others especially young people and their families</p> <p>Reliability</p> <p>Open to work with all backgrounds and ethnic groups (per Equal Opportunities)</p> <p>Open to continued learning</p>	