



**JOB DESCRIPTION FOR THE POST OF: Mentoring Coordinator –  
Macclesfield/Congleton based - Cheshire East wide project  
£22,676 - £25,680**

**Description of project:**

Pure Insight is a charity that has been established since 2013 as a direct response to issues highlighted by young people leaving care.

Our Mentoring Programme provides practical and emotional support to youngsters age 16- 28 through an amazing army of volunteers from the local community.

By directly involving young people in the design and delivery of our projects we can link them into a variety of different support networks allowing them to access the help and advice they need to solve problems, overcome barriers, improve health and wellbeing, gain confidence and move forward with their lives.

The post of mentor co-ordinator is an established grade. The role of the co-ordinator is to take full responsibility for certain aspects of the projects work, as detailed below. All duties are to be carried out in line with current operating policies and procedures and any procedures of the partnership agency. In the first instance the post holder reports to the Operations Manager.

This role is 50% supporting young people and 50% recruiting, training and developing volunteers to provide sustainable support to young care leavers. This post involves remote lone working so it is essential you are self motivating, able to prioritise your own work and develop a schedule that works for the varied needs of the different people you will be supporting. We value people who can offer us flexibility and in return you get a huge amount of autonomy over how you do your role.

The role of mentor co-ordinator will be to:

- To develop trusting relationships with young care leavers
- To take responsibility for volunteer mentor recruitment, selection and matching
- To deliver mentor training (9 week course run twice yearly in the evenings)
- Process each participating mentor
- To deliver volunteer mentor supervision, evaluation and support
- To contribute to the assessed and expressed needs of Care Leavers by providing suitable mentor relationships and additional support to young people as required
- To contribute to the development and promotion of Pure Insight
- To liaise with referral agencies and funders

- To interpret monitoring data and produce and present evaluation reports
- To provide information and advice to other project staff on specific areas of project activity that the post holder has responsibility for
- To cover any appropriate aspect of other team members roles in their absence
- To be self administrating
- To contribute to meeting project or departmental targets and objectives
- To take part in regular supervision with line manager
- To participate in the general development of the organisation through meetings, training and attendance of other events
- To create safe and realistic activities for young people and mentors
- To provide out of hours support (on a rota basis) for mentors and young people
- To carry out any other duties within the scope of the post.