

Kainos in the Community - Volunteer Job Description/Person Specification

JOB DESCRIPTION



Post :	Mentor (Kainos in the Community)
Location :	Community based in Midlands Region
Purpose and Objectives:	For 6-12 months following release from prison to support, encourage and mentor in the community Graduates of Kainos Community's Challenge to Change programme.
Responsible to:	The Regional Manager- Jeremy Butler
Staff Responsibility:	N/A
Hours:	2-4 hours per week over a period of up to one year
Relationships	Kainos Regional Manager
Internal:	Volunteers Ex-Offenders
External:	Representatives of other Community Organisations Probation Service

MAIN RESPONSIBILITIES:

1. To meet with an ex-offender once a week for 2-4 hours, to give support and encouragement on a one to one basis.
2. To keep accurate records of all contacts made with clients on the mentoring project.
3. To participate in individual supervision sessions with your manager every four weeks.
4. To participate in group training sessions and mentor support meetings.

Registered charity no. 1076206

Registered company number 37111649

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5. To develop and maintain good relations with internal and external contacts.
6. To familiarise him/herself with the national rules that apply to all people working with ex-offenders, and any instructions which relate to Kainos Community
7. To work strictly in accordance with any set sentence plan(s) and in partnership with outside agencies or organisations.
8. Where needs of ex-offenders are seen to be outside the remit of Kainos in the Community, to direct the client to an appropriate agency or organisation that will be able to fulfill their need (Signposting)
9. To assist in the promotion of Kainos Community and in particular the Kainos in the Community mentoring project.
10. To ensure that all tasks are carried out with strict impartiality and with regard to confidentiality
11. To undertake other duties as may reasonably be required by the Regional Manager for the effective delivery of the Programme.

Physical Conditions : To be work from home with travel in the region as required

Remuneration : The post is unpaid, but reasonable agreed travel expenses will be reimbursed

Hours of Work: The normal working hours will be 2-4 per week over a 12 month period. Some flexibility will be required to meet the needs of this post.

Probationary Period: Appointment is made subject to the satisfactory completion of a three month probationary period.

PAR July 2009

PERSON SPECIFICATION

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Post : **Mentor**

EXPERIENCE

1. Experience of working as part of a team and alone **Essential**
2. Experience of working independently without day to day supervision **Essential**
3. Experience of keeping records **Essential**

KNOWLEDGE AND SKILLS

1. Ability to prioritise on a daily basis **Essential**
2. Good communication skills both face to face and on the telephone **Essential**
3. Methodical and well organized **Essential**
4. An understanding of issues regarding confidentiality **Essential**
5. To show accuracy and attention to detail **Essential**
6. Knowledge of the prison environment and/or ex offenders **Desirable**

PERSONAL QUALITIES

1. To be interested in people with criminal convictions and behavioural problems **Essential**
2. An empathy, understanding and commitment to the Christian ethos of Kainos Community **Essential**
3. To be able to work appropriately with confidential material **Essential**
4. To be prepared to work flexibly to accommodate the needs of the tasks **Essential**
5. To be able to work alongside volunteers and paid staff **Essential**
6. To be able to travel to various locations in the Midlands **Essential**

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7. To be aged 18 or over **Essential**

This Position is subject to an Enhanced Disclosure CRB Check