



Mentor Project Worker

17.5 hours per week

Permanent Contract

Start Date ASAP

Location: West Lothian (locally home based with regular work in West Lothian communities)

Role Reports To: Delivery Leader for Edinburgh and the Lothians

Direct Reports: None

Job Family: Job Family 3 - £12,500 per annum (£25,000 Full Time Equivalent)

Department: Delivery

Role Purpose

ProjectScotland, part of the national charity Volunteering Matters, supports people to get on in life through the power of volunteering. We are looking to recruit a talented, dynamic, and professional Mentor Project Worker, to join our team in West Lothian. The right candidate would be someone who can work flexibly, and can demonstrate an understanding of, and commitment, to our organisational values.

Young people we support include those facing multiple barriers or disadvantage. Our support helps them to achieve positive outcomes for their future. As our Mentor Project Worker, you will work closely with our partner organisations locally to deliver a high quality, impactful mentoring service across West Lothian.

This role is an exciting opportunity which calls for the successful candidate to:

- Attract, recruit, train, support and retain Volunteer Mentors from the local community , ensuring each have an outstanding volunteering experience
- Effectively match Volunteer Mentors with young people
- Work closely with our external partners in West Lothian to identify young people who could benefit from an empowering and positive mentoring relationship
- Work closely with charities across West Lothian, creating new partnerships and identifying opportunities within those organisations for young people to take part in volunteering opportunities
- Explore new ways to deliver and promote our mentoring service across West Lothian





Key Duties & Responsibilities

- Consistently role model and display our organisational values
- Contribute to effective teamwork
- Successfully attract, recruit, train and retain a diverse network of Volunteer Mentors
- Develop strong relationships with our mentors, ensuring they are supported, valued, and listened to
- Matching mentors with young people who could benefit from a mentoring relationship
- Develop strong relationships with partner organisations in West Lothian to identify young people who could benefit from mentoring, and opportunities for them to take part in volunteering roles
- To manage the risk assessment, quality assurance and audit processes as appropriate
- Ensure monitoring, impact and evaluation information and data is collected and that project meets it's agreed targets, reporting format and schedule. Assist colleagues by preparing reports to funders
- Create engaging publicity content so it can be promoted across our website and social media channels
- To ensure all the above is done with excellent record keeping, in accordance with compliance requirements. This includes the use of Salesforce CRM system

This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.



Person Specification

Skills / Knowledge Required

- Excellent knowledge and understanding of the life challenges and barriers that young people face today in Scotland
- An understanding of how to assess the needs of an individual using a person-centered approach
- Knowledge of best practice in Volunteer Management
- Excellent written and verbal communication skills including being able to have strategic conversations with external partners one minute, and talk to an anxious or unsure young person the next
- Excellent people skills with the ability to build professional, long-term relationships with various stakeholders, to influence and motivate others
- Excellent organisational and IT skills including the ability to manage workload and prioritise effectively, the use of Microsoft Office, Microsoft Teams and Zoom
- A creative approach to problem solving, with strong attention to detail
- Skills around creating content for social media
- Creating, coordinating, and supporting reporting channels around contract compliance and impact measurement

Experience Required

- Experience in all aspects of effective Volunteer Management (recruitment, training, support), particularly in relation to mentoring
- Some experience working directly with young people, particularly those who face challenges and barriers achieving employability or other goals
- Experience working with a wide range of stakeholders, proven ability to communicate effectively and work as part of a team
- Experience of project coordination/management, achieving high targets, managing a busy workload, and working to strict deadlines
- Understanding of and full commitment to Equality, Diversity, and Inclusion





Qualifications

Relevant experience and an understanding and commitment to our organisational values is more important for this role, rather than any specific qualifications.

Day to Day Working

Part of your working week will be based within West Lothian communities, meeting young people, parents, volunteer mentors, partner organisations and other stakeholders.

For the remainder of the time, you can work from home (must be local to West Lothian). Good internet access and a suitable home working environment is required. All I.T. equipment, mobile phone and infrastructure will be supplied.

PVG

This role requires membership of the PVG (Protection of Vulnerable Groups) scheme. We will support you to become a PVG member if you are not already. Having a conviction will not necessarily cause a bar to employment.

Our Values & Way of Working:

Volunteering Matters offer flexible working by default. In all that we do, we embrace a philosophy of 'Freedom within a Framework' and are guided by our organisational values:

- We are Empowering
- We are Inclusive
- We are Compassionate
- We are Positive
- We are Straightforward

Diversity & Inclusion:

We encourage applications from people of all backgrounds and communities. This will help us to ensure that our staff team represents the people we serve in Edinburgh and the Lothians.

We particularly welcome applications from Black people, people of colour, and people with disabilities - all of whom are currently under-represented in our staff team.





Disability Confident & Reasonable Adjustments:

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the “Experience/Skills and attributes” section of this job description.

To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact join@volunteeringmatters.org.uk for more information.

We have also committed to the following pledges which positively encompass our recruitment and selection processes and methodology: The Promise (Scotland), Show The Salary, Salary History.

To Apply for this role

- 1) Download and complete our Application Form
- 2) Download and complete our Recruitment Monitoring Form
- 3) Send all documentation by email to - join@volunteeringmatters.org.uk

If you have any questions or would like to speak to the Recruiting Manager for this role, please don't hesitate to contact join@volunteeringmatters.org.uk

