



Rosyth Community Projects Limited

Job Description

Post Title:	Hub Volunteer Mentor
Contract:	16 hours per week for 12 months
Salary:	£9984 per annum
Hours of work:	16 hours per week on a flexible basis that may include some Saturdays / Sundays / Evenings. Initial probationary period of 3 months applies. Additional hours may be available.
Holidays:	28 days holiday, plus 5 public holidays, per annum pro rata
Pension:	3% employer pension contribution with employee making 5% contribution
Pay Review:	April 2025
Location:	Rosyth
Reporting to:	General Manager.

About us:

Rosyth Community Projects Limited is a registered charity based in Rosyth which delivers the Edible & Tasty Spaces: EATS Rosyth project. EATS Rosyth is a community-focused charity dedicated to improving access to nutritious food and fostering a supportive and inclusive environment. Our vision is to inspire everyone to grow, nourish and share. We operate EATS Hub in Rosyth as well as EATS community garden and EATS Centenary orchard. We provide opportunities for the community to Grow, Nourish and Share, to increase the sense of community in the town through volunteering. Our EATS Hub serves as a central space where the community can come together as does the EATS Living Room Cafe, which also functions as a social enterprise to help raise funds for EATS projects. We are committed to enabling a diverse range of residents, volunteers and visitors to participate in our projects to learn, share and have fun with the aim of bringing about personal growth and a greener community. You will join a team of dedicated and active volunteers and a supportive staff team.

Main Purpose of Post

The Hub Volunteer Mentor will play a crucial role in supporting volunteers with disabilities within the EATS Rosyth Hub and Café. The role involves providing tailored support to ensure volunteers can fully participate in all activities, completing necessary training, and developing individualised support plans and hands on support in the café and Hub. The Hub Volunteer Mentor will create, train and support a group of volunteer mentors. The Hub Volunteer Mentor will work closely with the General Manager, Volunteer Coordinator, and volunteers to create an inclusive, welcoming, and productive environment for all. The Hub Volunteer Mentor will be supported by the Volunteer Coordinator, Food Coordinator and General Manager.

Main Duties

Support Planning and Development

- Meet with all new volunteers with disabilities to develop individualised support plans that address their needs and goals.
- Regularly review and adapt support plans to respond to changes in volunteer needs, incorporating new opportunities for personal development.
- Meet with existing volunteers with disabilities to assess their needs and create or update support plans, ensuring all options for personal development are included.

On-the-Job Support

- Work alongside volunteers in the Hub and Café, providing hands-on support and guidance to those who need it.

- Ensure that volunteers with disabilities are fully integrated into the team and are able to participate in all aspects of the Hub's operations.
- Offer practical assistance and encouragement, helping volunteers to overcome any challenges they may face in their roles.

Developing a Team of Volunteer Mentors

- Collaborate with the Volunteer Coordinator to identify volunteers who have the skills and aptitude to be a volunteer mentor.
- Identify and support training for the volunteer mentor team.
- Collaborate with the Volunteer Coordinator to provide support and supervision for the volunteer mentor team
- Create peer learning opportunities for the volunteer mentor team.

Monitoring and Reporting

- Maintain accurate records of all support plans, training sessions, and volunteer progress.
- Provide regular updates to the General Manager on the status of volunteer support initiatives, highlighting successes and areas for improvement.
- Assist in evaluating the impact of volunteer support programs and suggest enhancements to better meet volunteer needs.
- Assist in the evaluation of the volunteer mentor teams skills, training and support.

Key Outcomes

First 2 months:

- Induction and training completed.

Month 3 onwards:

- Meet with new volunteers with disabilities and build, review and adapt support plans.
- Work alongside volunteers providing support as outlined in support plans for 10 hours/week.

Month 6 onwards in addition:

- Meet with and build, review and adapt support plans for existing volunteers with disabilities.
- Build and support a team of volunteer mentors.

Month 11 in addition:

Final evaluation and reporting.

Person Specification – we value candidates with a range of skills, experiences, personal qualities and backgrounds. This list offers some examples of these that are applicable for this post.

- Experience working with individuals with disabilities, preferably in a volunteer or community setting.
- Knowledge of or enthusiasm for training in health and safety regulations, food hygiene standards, and kitchen and café roles.
- Strong interpersonal and communication skills, with the ability to build rapport and relationships with a diverse range of people.
- An ability to create and implement support plans tailored to individual needs.
- Empathy, patience, and a supportive attitude towards volunteers with varying abilities.
- Being self-motivated and able to work independently and as part of a team.
- Organised, focused and flexible.
- Approachable manner but able to hold boundaries
- Being able to work within at times a pressured food delivery environment.
- Resourceful and to be able to demonstrate a 'can do' attitude with consistency and patience.
- Ability to empower and inspire confidence in others.
- Knowledge and understanding of 'safeguarding' with vulnerable adults.

NOTE

This is a description of the job as it is currently constituted. It is the practice of the charity to periodically review employees job descriptions and to update them to ensure that they relate to the

job being performed, or incorporate whatever changes are being proposed. You will therefore be expected to participate fully in any such discussions.

FLEXIBILITY

As a term of your employment you can be required to undertake such other duties commensurate with your Grade, and hours of work, as may be reasonably required of you.

For further information on the project visit www.eatsrosyth.org.uk or on Facebook at www.facebook.com/rosythcommunityhub & www.facebook.com/eats.rosyth. For any queries please email: info@eatsrosyth.org.uk

Closing date for applications is by 17.00 on Monday 27th January with interviews week commencing 17th February.

All applications to be made on Job Application form. CVs will not be accepted.

Applications preferred via email to: info@eatsrosyth.org.uk with subject line: **Hub Volunteer Mentor**.

or alternatively marked **Private and Confidential** to:

Project Support Officer (Bookkeeper/Administrator) Vacancy

Rosyth Community Projects Limited
Rosyth Community Hub
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Rosyth
KY11 2PS

Rosyth Community Projects Limited is an accredited Living Wage & equal opportunities employer and a registered Charity SC048688. We welcome applications from all individuals, regardless of disability, gender, ethnicity, religion, or age. We are committed to creating an inclusive environment for all volunteers and staff. All personal information supplied as part of this application process for employment will be held and used in strict accordance with GDPR policies.

Job Description prepared: December 2024