

Mentoring Coordinator PS

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below:

JOB TITLE:	Mentoring Coordinator		
	Essential	Desirable	Tested by
Knowledge, Education, Qualifications and Training			
Excellent administrative and IT skills (word, excel, database)	X		CV / Interview
Understanding of the mental health sector and interface with ethnic communities.		X	CV / Interview
Skills and/or Abilities			
Skilled communicator and listener both in one-to-one and group situations and ability to represent the organisation externally via training and talks	X		CV / Interview
Well -developed project management and leadership skills	X		CV / Interview
Ability to manage staff and volunteers	X		CV / Interview
Ability to network and build relationships with other organisations such as businesses, colleges, other agencies working locally	X		CV / Interview
Experience			
Previous experience of co-ordinating or administering a mentoring scheme and/or volunteering provision	X		CV / Interview
Experience of working with refugees, asylum seekers or migrants	X		CV / Interview
Experience dealing with clients suffering trauma		X	CV / Interview
Prior experience of coordinating and running groups	X		CV / Interview
Familiarity with inter-agency partnership working		X	CV / Interview
Pro-active innovative and creative approach, with an ability to problem-solve and the drive to develop and implement new areas of work	X		CV / Interview
Other Requirements			
Commitment to Refugee Resource's core values and strategic direction.	X		CV / Interview
Committed to personal development.	X		Interview
Willingness and ability to work occasional evenings and weekends to maintain service delivery.	X		CV / Interview
Maintain a basic knowledge and understanding of issues affecting refugees and asylum-seekers, and of mental health issues.	X		Interview
To undertake any other duties as may be required from time to time, which are commensurate with the nature of the post.	X		Interview