

JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post:	Mentoring Coordinator
Responsible to:	Social Inclusion Lead
Line Management of:	Up to 20 group lead volunteers
Hours:	20 hours per week
Remuneration	£29,550 per annum (£16,885.71 pro-rata)
Location:	East Oxford
Holiday:	25 days plus bank holidays plus 3 days for Christmas Close
Refugee Resource provides psychological, social and practical support for refugees, asylum seekers and vulnerable migrants to help them heal from trauma and suffering and to build new lives as part of Oxfordshire's diverse community.	
Mission & Values	<p><i>We believe in working compassionately & holistically with refugees & vulnerable migrants to help relieve mental and emotional distress, enable them to rebuild their lives & integrate successfully into their new communities.</i></p> <p>Values: Compassion and empathy; Inclusiveness (client-centred); Flexibility and responsiveness; Non-judgemental and non-condemnatory; Recognition of the intrinsic value of all individuals.</p>
Enhanced DBS check is required for this role	
Purpose of Post	
To manage and ensure the continuous development of the Refugee Resource Mentoring Service which aims to empower and facilitate the integration of refugees, asylum seekers and vulnerable migrants into existing communities.	
Key Responsibilities	
<p>1. Co-ordination</p> <ul style="list-style-type: none"> • Coordinate all aspects of delivery of Refugee Resource mentoring service in accordance with organisational priorities and targets • Identify and assess the needs of service users accessing services (including mentoring) and continue to develop and implement a flexible client-centred mentoring strategy to fulfil these needs • Identify demand for mentoring and liaise with team to meet the needs of clients • Comply with Refugee Resources Safeguarding, Health and Safety Policy, GDPR and other relevant policies • Ensure the update of the Mentoring Handbook and other training resources <p>2. Monitoring, Evaluation, Accountability and Learning</p> <ul style="list-style-type: none"> • Monitor, support, motivate and accredit volunteers and their work, liaising with Social Inclusion Lead • Manage budgets and resources, including the reimbursement of expenses • Ensure quality administration of the mentoring service: including the collection and coordination of data and information in order to provide reports for the management and funding bodies as required • Work as part of RR's staff team providing leadership and guidance on specialism and role-modelling professional behaviours • Maintain databases and undertake any other administrative duties <p>3. General Duties</p> <ul style="list-style-type: none"> • Represent Refugee Resource externally to maintain RR's reputation 	

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- Identify and pursue opportunities to raise funds and monetise activities whenever possible
- Accept personal responsibility for identifying and acting upon own learning and professional development
- Work in a way that promotes the organisation's Diversity and Equal Opportunities Policy and its implementation
- Adhere to the organisation's confidentiality, health and safety, and safeguarding children and vulnerable adults' policies
- Undertake any other duties as may be required from time to time, which are commensurate with the nature of the post

What we will do to support this role

We will provide the following resources to assist in the successful achievement of the responsibilities outlined above:

- On-going and targeted learning and development that will support and enable you to deliver the role to a high standard
- A full induction

Review Arrangements

This job description reflects the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Where required, Refugee Resource reserves the right to amend this job description as necessary, to reflect any changes to the job.

Refugee Resource is an equal opportunities employer and is committed to promoting equality and social inclusion.

EMPLOYEE NAME	
SIGN	
DATE	

MANAGER	
SIGN	
DATE	