



## Job Description: Full-Time Mentor

**Position Title:** Mentor Specialist (Full-Time, Part of Specialist Mentoring Team)

**Location:** Based in or near the London Borough of Croydon – all mentoring activities are conducted within the borough unless under exceptional circumstances.

**Responsible to:** Team Leader

**Salary:** £22,000 – £26,000 per annum, dependent upon qualifications and relevant experience

**Hours:** 30 hours per week (typically over 4 weekdays), including occasional weekend availability

**Contract Type:** Fixed term with potential for ongoing employment

**Start Date:** Subject to successful interview, enhanced DBS check, and references

**Probationary Period:** 6 months

## Overview of Role

As a key member of the Ment4 specialist mentoring team, the Mentor will work directly with young people as part of an intensive 4–6 month programme. Each Mentor is assigned mentees and supports them according to a bespoke Personal Growth Plan, co-developed with the Team Leader.

The role requires a commitment of 30 hours per week, including direct mentoring contact (approximately 60% of time), planning and report writing, training, and travel. This contract also includes a school-based placement and requires flexibility to accommodate the needs of mentees.

## Key Responsibilities

- - Provide consistent one-to-one mentoring to assigned mentees on a weekly basis, offering encouragement, support, and positive engagement in line with their Personal Growth Plan.
- - Schedule meetings flexibly in coordination with the mentee, while maintaining availability for case meetings or reviews convened by partner agencies or statutory services.
- - Maintain accurate, up-to-date records of all interactions using both written notes and the organisation's digital Weekly Report system, submitted by 5pm each Friday.
- - Attend individual supervision sessions with your Team Leader and participate in team training every other Friday (10am–12pm).

- - Liaise appropriately with external agencies and signpost mentees where their needs fall outside the scope of Ment4's provision.
- - Adhere to all organisational policies, including those relating to safeguarding, confidentiality, impartiality, and equal opportunities.
- - Fulfil any additional tasks reasonably requested by the Team Leader that contribute to the effective delivery of the programme.
- - Work from home as needed, with regular travel across the borough of Croydon.

## **Person Specification**

### **Experience**

- - Demonstrable experience working as part of a team.
- - Proven ability to work independently and manage own workload with minimal supervision.
- - Experience in maintaining clear and accurate written records.

### **Knowledge and Skills**

- - Strong time management and task prioritisation.
- - Excellent interpersonal and communication skills, both in person and via phone.
- - Methodical and well-organised working style.
- - Sound understanding of confidentiality and professional boundaries in youth work.

### **Personal Attributes**

- - Resilience and the ability to remain proactive in the face of rejection, emotional challenges, or manipulation.
- - A deep commitment to supporting young people facing complex and challenging circumstances.
- - Genuine interest in mentoring young people with behavioural issues or criminal convictions.
- - Empathy, patience, and a values-led approach consistent with Ment4's Christian ethos and moral foundation.
- - Willingness to work flexibly and adapt to changing needs.
- - High level of discretion when working with confidential information.
- - Reliable access to transport within the Croydon area.
- - Must be aged 21 or over.

## Employment Details

- - DBS & References: Appointment is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and the receipt of suitable references.
- - Commitment: We ask for a minimum commitment of 12 months. Ment4 endeavours to provide continuous work across successive programmes where performance meets expectations.
- - Working Pattern: You will support a caseload of mentees over a 4-month period, dedicating approximately 3.5 hours per week to each young person. This includes direct contact, reporting, travel, and training.

## How to Apply

To apply or for further information, please contact [info@ment4.org](mailto:info@ment4.org)