



Big Brothers Big Sisters of Christchurch

Mentoring Coordinator

EMPLOYER:	Big Brothers Big Sisters of Christchurch
POSITION TITLE:	Mentoring Coordinator
SERVICE:	Delivery of a Mentoring Programme for young people in Christchurch.
HOURS:	30-40 hours per week
REPORTS TO:	Manager
FUNCTIONAL RELATIONSHIPS:	Mentors, Local Schools, young people and their parents; Local community recruitment and referral agencies
DATE WRITTEN:	Feb 2016

PRINCIPAL OBJECTIVES OF THE POSITION

The principle objective of the Mentoring Project is to work alongside school and whanau to encourage healthy youth development by providing a mentoring service for individual young people aged 6-18 in Christchurch. The mentoring programme involves getting alongside individual young people that exhibit, particularly:

- low self esteem
- personal, social/relational difficulties

The Mentoring Coordinator is responsible to the Manager and will fulfill tasks as determined by them.

	KEY TASKS		OUTCOMES
1.	MENTORING	1.	MENTORING
1.1	Recruiting mentors –Volunteers recruited and vetted using BBBSNZ standards as minimum.	1.1	<ul style="list-style-type: none"> • 40-50 volunteers successfully matched. • Where less than 20, a recruitment plan drawn up with Manager and completed • Volunteer Intake Checklist and Applicant Assessments completed for all new volunteers before a match starts
1.2	Training mentors a) Assist with the orientation training sessions for mentors. b) Assess training needs of each mentor and link with other opportunities for training.	1.2	Each mentor trained in basic areas of: adolescent development; relating to young people; what to do in a mentoring session; supervisory contact requirements Each mentor trained in other areas as required
1.3	Supporting mentors c) Being available for mentors to contact regarding the programme. d) Initiating contact with mentors as per BBBSNZ standards e) Providing and sourcing resources for the mentors f) Assisting the team with holding regular group events for mentors and young people to attend	1.3	<ul style="list-style-type: none"> • Coordinator available for mentors as needed, sometimes out of normal work hours. Two consistent weekdays worked each week. • Contact with mentors recorded in caselog adhering to Match Supervision Policy and monitored by Manager. • Resources accessed by mentors • Events run by the team where mentors and young people feel supported.
1.4	Mentoring Assist with mentoring where required	1.4	Mentoring of at least one young person as agreed with Manager. Role modeling of effective mentoring practice.

2.	REFERRALS	2.	REFERRALS
2.1	Liaising with schools a) Develop a relationship with participating schools and key staff members. b) Write an agreement between school and project. c) Assist school with the referral process and recruitment of young people.	• 2.1	<ul style="list-style-type: none"> • Each school has a key liaison person that is contacted at least monthly • Written agreement signed off and reviewed annually by MC and key liaison person • School Referrals completed within 4 term weeks of volunteer being accepted as mentor
2.2	Referrals and young people a) Seek out referrals using community groups and other agencies b) All referrals checked if appropriate, young people interviewed and trained in child safety as per BBBSNZ Stds c) All matched young people contacted once a month as per BBBSNZ stds	2.2	<ul style="list-style-type: none"> • Relationships maintained with referral agencies. • Mentors not waiting too long to be matched due to no referral available. • All young people consented, screened and trained prior to match. • Contact with young people recorded in caselog adhering to Match Supervision Policy and monitored by Manager.
2.3	Families a) Parental consent obtained for young person participation b) Regular contact with parents maintained monthly for CBM and six monthly for SBM as per BBBSNZ stds	2.3	<ul style="list-style-type: none"> • Written parental consent obtained before match starts • Contact with families recorded in caselog adhering to Match Supervision Policy and monitored by Manager.
3.	PERSONAL & PROFESSIONAL DEVELOPMENT	3.	PERSONAL & PROFESSIONAL DEVELOPMENT
3.1	Personal supervision by a qualified person – financed by the Trust.	3.1	Effective, appropriate supervision.
3.2	Keeping up to date with youth work practice a) Attending training as agreed b) Attending both local and citywide youth worker network meetings. c) Seeking out and utilising mentoring resource material.	3.2	Ongoing evidence of professional and personal development.
3.3	Develop and maintain own peer support and ensure appropriate time is given to personal study and refreshment	3.3	Appropriate, regular and helpful peer support maintained. Adequate refreshment achieved.
3.4	Join Canterbury Youth Workers Collective (CYWC)	3.4	Active membership maintained or alternative association

4.	RELATIONSHIPS	4.	RELATIONSHIPS
4.1	Maintain good relationships with Manager, other staff, and Trust members.	4.1	<ul style="list-style-type: none"> •At least 10 consistent consecutive hours to coincide with Manager hours each week •Attendance at staff meetings as required
4.2	Maintain good relationships with Mentors, young people, Schools and parents/caregivers.	4.2	Good working relationships are maintained.
4.3	Maintain good relationships with applicable Community Boards and Strengthening Community Advisers	4.3	At least bi-monthly attendance at community network meetings in relevant CCC wards
4.4	Maintain good relationships in the community, especially with potential recruitment and referral sources.	4.4	Good working relationships are maintained.
5.	REPORTING AND ACCOUNTABILITY	5.	REPORTING AND ACCOUNTABILITY
5.1	To be accountable to the Manager	5.1	<ul style="list-style-type: none"> •To complete all relevant accountability tracks including Volunteer Intake Checklist, Child Intake Checklist and supervision Caselogs •To provide periodic written Match Reports as required by Manager
5.2	Undertake all activities in accordance and compliance with the Best Practice Guidelines, Contracts, Arrangements and Complaints Procedures of the Project, and the C.Y.W.C.'s Code of Ethics.	5.2	Adhere to guidelines.
5.3	To seek approval from Trust Board for budget setting and any expenditure beyond a given amount.	5.3	Approval sought
6.	HEALTH AND SAFETY	6.	HEALTH AND SAFETY
6.1	Take all practical steps to ensure personal safety and the safety of others (in particular – risk assessments for outings).	6.1	<p>Safe work practices and equipment at all times.</p> <p>Appropriate risk assessment and managed carried out.</p>
6.2	Ensure personal work environment is safe and safety equipment is used when required.	6.2	Work environment maintained in safe condition, free of any potential hazards. Safety equipment used.
6.3	Understand and fulfill health and	6.3	Health and safety responsibilities under

	safety responsibilities under the Health and Safety in Employment Act 1992.		the Health and Safety Act understood and fulfilled conscientiously at all times.
6.4	Understand and fulfill statutory requirements as an employee to report hazards, incidents or accidents to supervisors.	6.4	All hazards, incidents or accidents (either observed or experienced) reported within the same working day.
7.	GENERAL	7.	GENERAL
7.1	Undertake such other related tasks and duties, as may be requested by the Trust Board from time to time.	7.1	Other related tasks and duties, which may be required from time to time, undertaken co-operatively.
8.	ADMINISTRATION	8.	ADMINISTRATION
8.1	Undertake some administrative tasks as required by the manager.	8.1	Tasks completed within deadlines as defined by manager.