



MentorMe Project Manager Job Description

Title:	MentorMe Project Manager
Reports to:	The CEO and occasionally the Sixty-One Trustees
Regular Liaison with:	The CEO and the MentorMe Team
Based at:	St Agnes Church, Thomas Street, St Pauls, Bristol, BS2 9LL, incorporating some community travel and prison-based meetings not easily accessible by public transport
Sixty-One	Sixty-One's object is to help people with a criminal conviction lead meaningful, crime-free lives. Inspired by verses from Isaiah 61 (from which we take our name) - we do this by offering practical love, relational support and creating community for those on the margins – irrespective of their own faith or lack of it. We also seek to inspire, enable and equip Christian congregations and others to participate in this work. We do not seek to convert anyone. While we draw our inspiration from the Christian faith, we are not a faith-based organisation.
Job purpose:	To manage the MentorMe project and deliver its mission of recruiting, training and supporting mentors who can support people with a criminal conviction with the long-term aim of reducing reoffending.
Our values	Candidates are welcome irrespective of their faith background. However, the successful candidate will need to be sympathetic to our values as an organisation and to be willing to work closely with and seek to inspire Christian congregations who support our work.
Tasks:	<ol style="list-style-type: none">1. To work closely with the CEO and the Sixty-One trustees in supporting and fulfilling the aims of the project2. To have overall responsibility for the recruitment, management, support, supervision and appraisal of the MentorMe team (3 members of staff) and volunteers (70+ mentee-mentor relationships)3. Where applicable, to take on the case management of complex cases within the team or to perform a case management role when required to do so due to operational requirements4. To have oversight of and ultimate responsibility for all safeguarding matters relating to MentorMe (including out of hours as necessary), and to ensure that processes are followed accordingly5. To be the designated lead for areas of MentorMe's work –e.g. neurodivergence or mental health. Having responsibility for networking with other organisations in your lead area in

order to facilitate referrals, stay up to date with current advice and best practice in these areas, and communicate that with members of the team, mentors and mentees as appropriate.

6. To develop and sustain relationships with key individuals in the private, public and voluntary sectors, with a view to working in partnership with them; To liaise with other organisations, particularly Sixty-One partners, to maximise the support offered to people with a criminal conviction
7. To have or work to build and sustain good connections with local churches, and be able to articulate the Christian basis of the work.
8. To have oversight of, plan and deliver with the team, 3 volunteer mentors' training courses and taster sessions a year (including some weekends and evening work).
9. With the support of the team, to be responsible for recruiting, assessing the suitability of, matching, supporting and supervising the volunteer mentors
10. To organise and deliver regular events (including three celebration events and one volunteer celebration event a year) and activities that help to support both mentees and mentors, and Sixty-One's wider purposes as required from time to time
11. To manage staff visiting prisons to meet prison staff and potential mentees and, as and when required, personally to visit prisons to support the same and with a view to building wider relationships with the prison, and building Sixty-One's overall profile and relationships within the criminal justice system.
12. To continue to develop and review the project's policies, procedures and other paperwork, and ensure that these are disseminated and implemented.
13. With the CEO and Office Manager to assist in the creation and management of the MentorMe targets and budget
14. To ensure that administrative tasks necessary to the delivery of the project are completed by the Office Manager
15. To assist in generating income by providing information for funding bids and fundraising, and occasionally to meet with potential and actual funders to discuss the work
16. To liaise with Sixty-One's Co-ordinator of External Training regarding opportunities for training and professional development for the Team and volunteers
17. To represent MentorMe (and occasionally Sixty-One) at partner churches - to ensure that supporting churches are kept informed about our work
18. To manage the collection of monthly data (both quantitative and qualitative) to evaluate activities and assist the CEO and the Fundraiser by providing this data for reports to funders, partners and Trustees
19. To ensure that a critical reflection of the work of MentorMe is undertaken and exploring possible new areas of work
20. With the CEO, to work on the set up and roll out of a mentor / mentee focus group, and implementing the project's approved outcomes
21. To keep up to date with legislation, best practice and policy related to volunteering, mentoring and criminal justice
22. To perform such other tasks relating to the job as the Sixty-One CEO or Trustees may from time to time reasonably require

23. To help maintain Sixty-One's social media presence

Essential Person Specification:

1. Excellent leadership and management skills that allow diverse individuals with different skills to work together as a team
2. Excellent interpersonal, communication and listening skills
3. Excellent presentation and training skills
4. Experience managing and supervising staff members
5. A *can-do* attitude with the ability to problem solve
6. Strongly disciplined and self-motivated
7. At least two years' experience of working with and training volunteers
8. A thorough understanding of mentoring, both in theory and practice
9. Strengths in generating and interpreting accurate statistics, with an eye for detail
10. Good at keeping ongoing and up-to-date records within computer systems
11. Experience and good understanding of managing safeguarding issues
12. Mature personality with good contacts in local churches and the wider community
13. Ability to work towards deadlines
14. Good IT skills
15. Willingness to get the job done and at times to work outside of normal working hours
16. Commitment to Sixty-One's Equal Opportunities policy

Desirable Person Specification:

1. An understanding of the criminal justice system
2. Ability to input into and implement a departmental budget
3. Knowledge of local and national organisations and services that support people with criminal convictions
4. Driving licence

TERMS AND CONDITIONS

Contract: The Project Manager will be employed by Sixty-One

Remuneration: Salary for the post will be circa £30,000 pro-rata

Working Hours: 28 hours a week, ideally worked over 5 days

Pension: A company pension is offered

Expenses: All allowable and reasonable expenses in connection with work are reimbursed

Work base: The Sixty-One office at St Agnes Church, Thomas Street, Bristol, BS2 9LL or such other location (including working in prisons) as may from time to time reasonably be required. The delivery of training may require travel to third-party venues.

Accountability: The Project Manager will be accountable to the CEO of Sixty-One

Start Date: May 2025

Sympathy with Sixty-One's Christian Ethos:

As stated in the job description, Sixty-One takes specific inspiration from Isaiah 61 to bring hope to men and women who have found themselves caught up in the criminal justice system - but it is not a faith-based organisation. Applications are welcome from candidates irrespective of their background.

The role does, however, involve a significant amount of work with churches and with mentors who are drawn from those churches, so candidates must be sympathetic to Christian values and practices. Candidates should be aware that currently the majority of the staff team are practising Christians and therefore – while there is no requirement to participate themselves - be comfortable with Christian practices such as prayer at the start of meetings. Members of the team may give prayerful consideration to the pairing process of mentors and mentees and, when requested to do so, pray for situations highlighted by mentors. MentorMe's training programme for churches will also include specific references to biblical themes and texts.