



Job Title:	Volunteer Peer Mentor
Service/Division:	Young Women and Girls
Reporting to:	Young Women and Girls Mentor Coordinator
Contract Type:	Voluntary - minimum commitment of 6 months

*This post is open to **female applicants only** as this is deemed a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

Advance is committed to equality and diversity and strongly encourages applications from women with diverse backgrounds, including those with disabilities, BAME and LBT communities.

Job Summary

Young women and girls at risk of domestic abuse face unique challenges. In recognition of this, Advance has developed and delivers the Maia service – specialist support for young women and girls (aged 13 to 25) at risk of domestic abuse in the family home and/or in their own relationships.

The Maia Service works with young women and girls living in Newham, Tower Hamlets, Hackney, Camden, Islington and Westminster. We enable young women and girls to escape harm and to thrive in their lives and aspirations. We support young women and girls to build confidence, self-esteem and resilience, manage their health and wellbeing, and access and engage with other support services. The support we provide is delivered through a range of activities, including 1-2-1 advocacy and a programme of group-work and workshops delivered by specially trained members of staff.

Through the Maia service, young women and girls are also able to access mentoring delivered by **Volunteer Peer Mentors** who have overcome adversity in their own lives, including lived experience of domestic abuse and/or other, related challenges, *including but not limited to* experiences of:

- poor mental health
- drug and alcohol use
- financial difficulties
- housing issues/homelessness
- exclusion from education
- experience of the care system
- coming into conflict with the law.

As a Maia Volunteer Mentor, you will use the benefit of your lived experience to create a supportive environment, that will empower your mentees to make positive changes on their own terms and achieve their goals and aspirations. Operating closely with the Maia service's specialist advocates, you will build relationships with mentees through both short- and long-term 1-2-1 work, as well as through group work exploring self-care, empowerment, and creativity. You will inspire and empower the next generation of young women and girls, providing practical and emotional support and showing them that they are not alone.

Within the Maia service, there will also be varied opportunities to get involved with outreach support, media roles, research and feeding into the ongoing development of Advance's goal to reach more girls and young women.

Key Responsibilities and Duties

The Peer Mentors main activities will be to:

- Build rapport and develop a relationship of trust with young women and girls accessing the Maia service, maintaining boundaries with service-users at all times.
- Provide emotional and practical support to young women and girls in achieving their goals, including through weekly 1-2-1 mentoring sessions to be delivered in-person and online/over the phone and attendance at external meetings/appointments
- Deal sensitively and confidentially with enquiries from service users, professionals, and visitors to the project
- Ensure that the requirements of Advance Health & Safety Policy are met, informing the MAIA Peer Mentor Coordinator of any Concerns
- Support the Maia staff team, including assisting with the facilitation of group-work and workshops, and other ad hoc activities as requested
- Where appropriate, attend Volunteer Mentor team meetings and individual and group supervision as requested
- Where appropriate, attend relevant training, conferences and seminars offered, on an ongoing basis
- Respond appropriately to requests for information from staff and partner agencies and deal sensitively and confidentially with enquiries from service-users, external professionals, and any other visitors to the project
- Undertake all necessary administrative activities, including replying to messages, emails and maintaining up-to-date session logs in relation to both the young women and girls you support, and yourself as a Volunteer Mentor
- Assist the Young Women & Girls Mentor Coordinator/Maia Service Manager to support regular reviews of the mentoring programme, including collecting feedback from service users and sharing this with the MAIA staff team
- Adhere to Advance's safeguarding policies and procedures, sharing all safeguarding concerns with the Young Women & Girls Mentor Coordinator for escalation as appropriate
- Adhere to Advance's health and safety, confidentiality, equal opportunities policy and all other relevant policies, informing the Young Women & Girls Mentor Coordinator/Maia Service Manager of any concerns

General Information

Performance and Quality: Ensure all work undertaken is aligned to the service/division’s annual plan and that all policies, processes and guidance notes are up to date and in line with best practice/current legislation.

Policies and procedure: Ensure the effective implementation of Advance’s Safeguarding, Health & Safety, Equality and Diversity and other policies and procedures and uphold the core values of Advance.

Equality and diversity: Advance aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The postholder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

Confidentiality: The post holder must ensure that any information relating to employees, service users, and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or manager.

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post

PERSON SPECIFICATION:

E= Essential and D = Desirable

Essential	
18+ (no upper age limit)	E
Lived experience of domestic abuse and/or other related challenges including: * Poor mental health * drug and alcohol use * financial difficulties * housing issues/homelessness * experience of the care system * exclusion from education	E
Able to commit to the following: * In-person & online Volunteer Mentor induction training * 2-3 hours of mentoring per week * 1-2 hours of Volunteer Mentor meetings, supervision and training per month	E
Advance recognises that women and girls’ journeys to recovery after experiencing trauma are not always linear. Volunteer Mentors must be in a place in their own lives where they are not currently facing risk of harm or have ongoing support needs in relation to experience of violence and abuse, current or alcohol use and/or contact with the criminal justice system.	E

Desirable	
<ul style="list-style-type: none"> * Formal or informal experience of mentoring or coaching * Experience of supporting young people in the community * Friendly, approachable, and non-judgemental * Good communication skills including active listening * An interest in uplifting and empowering women and girls 	

Advance is committed to safeguarding and creating a culture of zero-tolerance of harm and expects all staff, including volunteers to share this commitment. We believe all individuals have the right to live their life free from violence and abuse and the right to feel and be safe. We have a suite of safeguarding policies, procedures and practice guidance, accessible to all staff, which promotes safeguarding and safer working practices across all our services and activities. When we recruit staff, we follow rigorous safer recruitment practices, this involves carrying out pre-employment checks including references, Disclosure and Barring Service (DBS) checks, and identity checks. We ensure all staff undertake mandatory safeguarding training relevant to their role and responsibilities, to empower them to be competent and feel confident in recognising and responding appropriately to safeguarding issues and promote wellbeing.