



Become an Abbey Employment Mentor Role Description

Location: Likely to involve meeting face-to-face or telephone support

Responsible to: Project Co-ordinator Parul Wangoo

Apply to: Caz Gandy-Brown 0207 227 0650 or volunteerinfo@theabbeycentre.org.uk

Hours of work: One-hour minimum per week Monday - Sunday

Purpose of the Role:

- To assist the Abbey Employment project in mentoring people who are attending sessions to gain employment.
- Encourage people to ask questions in a safe environment.
- To assist people in applying the skills to their working life.
- To help and support people in building confidence.
- To help and support people in applying and prepping for interviews and applications.

Person Specification:

- A desire to make a positive difference in someone's life.
- Gain experience working with individuals.
- To share life experience and knowledge in a supported way.
- A friendly, professional, and welcoming manner with a positive attitude and commitment to working with people from a wide range of backgrounds.
- Ability to demonstrate patience, sensitivity, and reliability.
- An open-minded approach to individuals, avoiding judgment and stereotyping.
- Good clear and confident communication skills, particularly verbal.
- Excellent listening skills and the ability to explain things clearly without jargon.



This is your space

- Ability to work as part of a team, and to work with The Abbey Centre staff members & service users.

Specific responsibilities include:

- To work under the instruction of the project Coordinator to ensure that your matched person is getting the help and support they need.
- To be matched with a person to help them gain confidence in the field of working life.
- To work within the boundaries of the terms and conditions as set out in the employment project.
- To give at least 1 hour each week to the person, either in person or via the telephone should you not be able to attend in person.
- To liaise with the project coordinator to signpost to appropriate sessions that are being delivered.
- To share any issues, you may encounter with the project Coordinator.

Benefits:

- Reference
- Enhanced DBS