



Job Title:	Resettlement Volunteer Mentor
Salary Range /Grade	Expenses
Hours:	2 Days a Week
Work Base:	Flexible
Reporting To:	Managing Director and Management
<p>Main Purpose of Job: To support and motivate offenders who engage with New Leaf Initiative Project, through transition from the secure estate and their resettlement process.</p> <p>To develop and sustain a mentoring relationship with people who are referred to project for up to 18 months.</p>	
<p>Main Responsibilities</p> <ol style="list-style-type: none"> 1. Assist in the promotion and development of the project that reflects the needs and demands of individual service users. 2. Raise their self-esteem and confidence and encourage their participation in the Project. 3. To act as a mid-way point between other agencies and professionals. 4. Contribute to assessments, monthly reviews 1-2-1's with management, the client and families where appropriate. 5. To attend project inductions and training sessions. 6. To ensure the health and safety and safeguarding of yourself and the people you are working with. 7. Maintain financial and administration records as required and provide statistical information required by New Leaf and partner agencies. 8. To develop and maintain positive working relationships with all Projects staff and volunteers for the benefit of each client. 9. Liaise with and attend meetings with varied statutory and voluntary agencies regarding the welfare and needs of service users and their families. 10. Work within Government and The New Leaf Initiative's Safeguarding Children Policies and procedures. 11. Represent the Organisation in a professional manner and in keeping with Organisation's Core Values. 12. The New Leaf Initiative exists to respond to the needs of individuals and therefore many of the tasks are unpredictable and varied. It is expected that all volunteers will work in a flexible manner when required, undertaking tasks that have not been specifically covered in the role description. 	



Person Specification

Attainments	In order to be considered for this post you will have to demonstrate that you already have:
Skills/ Abilities	<ul style="list-style-type: none"> • The ability to engage with clients using unconditional positive regards. • Ability to work as a team and on own initiative and manage own workload and priorities. • Good listening and responding skills. • Good organisational skills. • Ability to relate to a range of personalities and characters. • Ability to work efficiently with other organisations and professionals. • Ability to engage with a wide range of community and statutory services and facilitate inter-agency links. • Ability to establish, maintain and work professional boundaries. • To be able to cope in challenging situations and make constructive challenges when required.
Personal Requirements	<ul style="list-style-type: none"> • Committed to work as part of a team • Takes responsibility for own learning and development • Resilience • Committed to Anti-Discrimination and Anti-Oppressive Practice • Committed to respecting the views of others • Flexibility • Honesty • Integrity • Trusting • Want to help people with convictions • Ability to work within the Core Values of New Leaf