

THE
Inspire & Achieve
FOUNDATION



CORPORATE MENTOR VOLUNTEER RECRUITMENT PACK



We're hiring

Thank you for your interest in joining the Inspire and Achieve Foundation as a Corporate Mentor volunteer. Our corporate mentors play an important role in helping job-ready young people transition into the world of work and provide an opportunity for sharing knowledge, insights and stories from your careers to help a young person feel at ease in their first jobs. From daunting interview processes or getting lost on the first day to celebrating milestone achievements, we've all experienced different scenarios that a young person might relate to or draw inspiration from.

This is an exciting time to join our expanding team as we begin the next chapter of our story and work towards our strategic mission of inspiring young people and empowering them to achieve their best. If you share in our passion for helping others within the community, now is the time to get involved!



Pipopa Carter

Director of The Inspire and Achieve Foundation

Our values as a charity



Committed &
Passionate



Positive &
Respectful



Youth
Focussed



Quality of
Service



Responsible &
Accountable

What is a corporate mentor?

Corporate mentor volunteers act as an extension of our mentoring team and work with IAF to provide transitional/in-work support to young people taking their first steps into employment.

Who are the young people I will work with?

The young people put forward for our corporate mentoring scheme have typically been through one of IAF's main support programmes (e.g. the Prince's Trust Team programme) and have reached a positive point in their employability journey. If we feel a corporate mentor might benefit them, IAF will suggest matching them with a suitable volunteer making this support available as a flexible, opt-in provision, for people aged 16-26.

What does a corporate mentor do?

As a corporate mentor, you will be matched with a job-ready young person and meet up once a month for about an hour. During this meeting, you'll discuss how they are finding the transition into work, helping them to manage first day nerves or find the best work-life balance. As many of our young people have learning difficulties or poor mental health, you might also cover whether reasonable adjustments have been made to accommodate their needs or strategies to boost confidence in the workplace.

After each appointment, you'll update your mentees action plan by completing a secure online form via our website. If you have any concerns about the young person you support, our mentoring manager and designated safeguarding lead will be there to offer support.



Person specification

You must provide evidence to demonstrate you meet the criteria within your application form to be short-listed

	Essential ✓	Desirable ✓
Skills /Knowledge/Experience:		
Experience of communicating/ engaging with young people between the age of 16-26 years		✓
Ability to effectively support and build trusting and positive relationships with young people, resulting in positive outcomes and progression	✓	
Able to tolerate/ not be disheartened by challenging behaviour or lack of motivation	✓	
Must be able to follow safeguarding procedures by the end of induction.	✓	
Must have empathy/ understanding of why some young people are unemployed/ need support	✓	
Ability to listen	✓	
Ability to be supportive	✓	
Ability to help others set achievable targets and problem solve	✓	
Willingness to understand and adapt support to cater for poor mental health and learning difficulties in mentees if required	✓	
Able to follow professional boundaries procedure in mentoring relationship	✓	
Personal Qualities:		
Caring and Empathic nature	✓	
Reliable	✓	
Planner/thinking ahead	✓	
Good one to one communication skills	✓	
Commitment to Equal Opportunities	✓	
Good Listener	✓	
Ability to cope with emotionally demanding and stressful situations	✓	
Qualifications:		
Mental Health Awareness Training (minimum) or Mental Health First Aid (Recommended)	✓	

Role and Responsibilities

As young people are ready to transition out of our intensive support phase volunteer mentors can help by being good role models, providing encouragement and motivation, and helping young people navigate the everyday ups and downs in life. Many of our young people lack positive and supportive adult role models in their lives and our volunteer mentor scheme has been designed to meet this need. Through this role you will be able to change a young person's life for the better. Volunteer Mentors will be matched with a young person and need to commit to connecting with them for a minimum of 1-3 hours a month over a minimum 6 month period. Ideally a mutually beneficial relationship will develop and could potentially extend beyond the initial 6 month period.

Safeguarding of the young person and the Volunteer Mentor are paramount and so:

- Mentoring meetings need to be in a public place
- Additional mentoring can be virtual where both parties agree (e.g. via gaming)
- Volunteer Mentors will need an Enhanced Disclosure and Barring Service check
- Volunteer Mentors will need to complete as a minimum Mental Health Awareness Training
- Volunteer Mentors will need to complete a half day induction with IAF covering:
 - Safeguarding procedures
 - Professional boundaries
 - Introduction to the role and monitoring/ feedback mechanisms
 - How to have supportive conversations with young people and set appropriate targets
 - How IAF staff and staff resources can help you to help them

Although Volunteer Mentors can arrange to meet at any time of the week convenient to them it is suggested that if they meet Mon-Fri 8:30am – 5pm then they will be able to immediately contact IAF for urgent safeguarding support if needed. Volunteer Mentors will be provided with crisis support information for any out of hours concerns.

The young people we support have often faced complex challenges and are prone to poor mental health. We are not expecting Volunteer Mentors to be medically trained counsellors but it is useful if mentors are able to develop an awareness of how mental health can impact an individual, and where to get them support in a crisis. It is for this reason that attending a Mental Health First Aid training course is essential. Our young people just want someone to listen to them, to encourage them, to be on their side, and to believe in them. We just ask that Volunteer Mentors are passionate about helping others, and understand that the young people we work with are complex, challenging, amazing and awe-inspiring. Be inspired by their lives as much as they are inspired by yours.



Benefits of volunteering

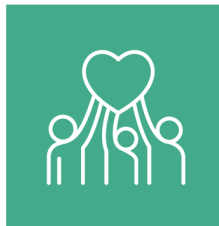
Volunteering in the community has many benefits for participants and provides a meaningful way to create positive change in the local area. From improved mental health, enhanced communication skills and increased community cohesion across generations.



Improved
mental health



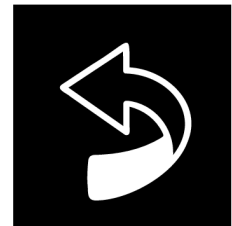
Skills
development



Stronger
communities



Advocate and
give back



...Change a
life

Applying to volunteer

If this opportunity stands out to you straight away and you wish to submit an application, please download the application form on our website and email to edina.baines-krawczyk@inspireachieve.co.uk, outlining your availability to meet for an interview and preferred contact times to call and discuss the role.

If you are unsure if the role is right for you or have questions about the corporate mentoring scheme, we recommend booking a quick call with our Mentoring Manager to discuss this opportunity in more detail. Phone appointments can be arranged with us by emailing the address above.

THE INSPIRE AND ACHIEVE FOUNDATION PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.





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Registered charity #1129402