



Educational Mentor job description

JOB TITLE:	Volunteer Educational Mentor
REPORTS TO:	Educational Mentoring hub coordinator
HOURS:	Up to 2 hours per week
SALARY:	Voluntary
CONTRACT:	Minimum of 6 months commitment

Job purpose:

Refugee Education UK (REUK) provides education support to young people affected by displacement and crisis. We support these young people to overcome the barriers that prevent them from accessing and progressing in education and training, in order that they may realise their potential and build a brighter future, whether in the UK or elsewhere. We work with unaccompanied minors, refugee and asylum seeking children in families, and young survivors of trafficking. The young people on this programme are aged between 14 and 25 years old.

Each Volunteer Educational Mentor provides individual educational support to one young person for one hour a week, for a minimum of six months. These sessions take place either in a public library local to the young person, or in the young person's college library. Educational goals are set at the beginning of the mentoring relationship, and reviewed after six months. Mentors mostly work on the aspects of homework or classwork which young people find most challenging; at times, they also provide additional teaching and prepare resources. Mentors work closely with the REUK Educational Mentoring team who provide oversight, guidance and support.

Key responsibilities:

1. To attend full induction training, other training as necessary, and complete all relevant child protection checks.
2. Prepare and arrange the sessions with your mentee, including sending reminders each week.
3. Meet with your young person for a one hour session once a week, over the period of at least 6 months at a mutually convenient, public place, with the purpose of supporting young people to progress in their education.
4. To safeguard and promote the welfare of children and young people you come into contact with
5. Complete weekly feedback for all mentoring sessions, whether delivered or missed.

6. Liaise with the REUK Educational Mentoring team for support in delivering mentoring sessions where needed.
7. Help to identify support needs of vulnerable students and ask your Mentoring Coordinator to contact REUK's specialist team with these concerns for assistance from our specialist support worker.
8. Attend a six-month mentoring review with an REUK Educational Mentoring Coordinator.
9. Any other reasonable task requested by REUK.

Person specification:

1. Experience of working with young people and the related challenges (ie: flexibility and patience sometimes required for youth work).
2. Capacity to travel to a location convenient for the young person and, ideally, an ability to meet the young person by 5:30 pm at the latest - we recognise our volunteers have other commitments and are keen to be flexible.
3. Experience of working with people from a variety of backgrounds and cultures
4. Ability to work on own initiative and a willingness to take on relevant preparation
5. Ability to think creatively and problem-solve
6. Excellent communication/interpersonal skills
7. Good organisational skills
8. Ability to cope with emotionally-demanding and stressful situations
9. Motivated by promoting the wellbeing of children and young people
10. Commitment to and ability to work in accordance with REUK's Safeguarding policies and Christian Ethos (read more about this [here](#)).

Exam grades and job titles are not the full picture - the context in which achievements were gained also matters. At REUK, we actively seek to recruit with the right mix of talent, skills and potential, considering the impact of the context in which a candidate has worked or studied.

We are an equal opportunities employer, and welcome applications from a wide range of volunteers, including those with lived experience of forced migration, and from other backgrounds that are currently underrepresented among our volunteers and staff.

Additionally, if you feel you would require reasonable adjustments in order to carry out the role or attend an interview at REUK due to a disability, caring responsibilities or any other reason, please give details in the 'any other notes' section of the application form or get in touch with the Mentoring Coordinator processing your application to discuss further.

Because of the nature of the work the provisions of Section 4(2) of the 1974 Rehabilitation of Offenders Act do not apply. Information about convictions, which for other purposes are "spent" must therefore be disclosed. Successful applicants will need to give permission for an enhanced Disclosure and Barring check to be made.

REUK's Child Protection Policy and procedures will be covered in the initial training for mentors but successful candidates will be asked to familiarise themselves with our Safeguarding Policy in advance of completing the training. To read about REUK's mission and values, please click [here](#).