

Resource C: Co-ordinator Role Description

Responsible to

The divisional youth specialist, corps officer/youth team leader or youth worker where present.

Responsible for

Co-ordinating the corps Side-by-Side Mentoring Programme, adhering to and ensuring all mentors adhere to the terms of the **Mentoring Agreement**.

Role Description

Side-by-Side mentoring is an effective way to build meaningful and accountable relationships with young people as they seek to understand themselves and grow spiritually within their church context. The aim of the Mentoring Co-ordinator role is to:

- Be the primary contact for questions about the mentoring programme.
- Work with the corps officer, youth team leader and/or safeguarding lead to decide on the scale and structure of the mentoring programme and then be in regular communication with them to ensure you are well supported in the role.
- In collaboration with the corps officer, recruit and match

mentors and young people, following safeguarding guidance.

- Ensure mentors are screened, trained and supported to mentor their matched young person.
- Ensure young people and their parent/guardian are sufficiently informed about the purpose and practicalities of mentoring..
- Ensure the **Mentoring Checklist** is complete and a **Mentoring Agreement** has been signed for each mentoring relationship before the first mentoring session takes place.
- Proactively communicate with, and be the primary contact for, mentors, young people and parent/guardian on a regular basis, supporting with any challenges with the mentoring relationship and responding appropriately and quickly to any safeguarding concerns.
- Ensure mentors are keeping Mentoring Notes after each session and provide a secure central place for these to be stored.
- Meet formally with each mentor within the first three months of a mentoring relationship and then at least every six months to review how the relationship is going and identify any support needs.
- Encourage mentors and young people to regularly reflect on how the mentoring relationship is going.

Mentoring Co-ordinators are required to:

- Be a positive and encouraging Christian role model to all mentors and young people.
- Attend and complete safeguarding for leaders training and Side-by-Side mentoring training.
- Sign the **Mentoring Agreement**, agreeing to work within Safeguarding guidelines.
- Verify or arrange DBS / Disclosure Scotland / Access NI / Garda Vetting checks, safeguarding for everyone training, Side-by-Side mentoring training and Territorial Database checks for all potential mentors.
- Propose suitable matches between mentors and young people and collaborate with the corps officer, youth team leader and/or safeguarding lead to check these proposals before approaching mentors.
- Communicate with mentors, young people and parent/guardian on a regular basis.
- Ensure **Mentoring Agreements** have been signed by mentor, young person, parent/guardian and themselves before a mentoring relationship takes place.
- Refer any concerns regarding a young person to the safeguarding lead or corps officer.

