

JOB DESCRIPTION

Title:	MentorMe Project Liaison Officer – Prisons and Mentoring
Reports to:	Project Manager
Regular Liaison with:	The CEO, Project Manager and the Team
Based at:	St Agnes Church, Thomas Street, St Pauls, Bristol, BS2 9LL
Sixty-One	<p>Sixty-One's object is to help people with a criminal conviction lead meaningful, crime-free lives. Inspired by verses from Isaiah 61 (from which we take our name) - we do this by offering practical love, relational support and creating community for those on the margins – irrespective of their own faith or lack of it. We also seek to inspire, enable and equip churches and others to participate in this work. We do not seek to convert anyone.</p>
Job purpose:	<p>With the MentorMe Project Manager to ensure that the MentorMe mentoring project supports people with a criminal conviction in a manner that is likely to reduce reoffending, in each case in ways that are consistent with the Christian faith.</p>
Occupational Requirements:	<p>Our work includes supporting people with convictions for violent and sexual offences. In light of the fact that some individuals who we support will be unable to have a female case worker, <u>there is an occupational requirement for this role to be filled by a man (biological male).</u></p> <p>A full and active understanding of the Christian faith and Jesus' teachings as well as the church landscape are key to this role. It is also considered that the need to support mentors (currently) drawn exclusively from churches – for instance with prayer support – and the need to personally model the work of Sixty-One to churches and mentors <u>requires the role to be undertaken by a professing Christian.</u></p> <p>It is considered that these occupational requirements fall within the exceptions in the Equalities Act 2010.</p>

Tasks:

1. To manage a caseload of potential mentees and existing mentoring relationships.
2. To connect and meet with people who have a criminal record (both in the community and occasionally in prison) who have been referred to us, in order to assess their suitability to receive mentoring support.
3. To liaise with referral agencies in and around Bristol (e.g. Probation, mental health teams, and other through-the-gate services) for further information to support existing referrals, including obtaining risk assessments.
4. To match mentees with mentors from our group of trained volunteers and introduce them in the community or on occasion in prison.
5. To supervise mentoring relationships and offer ongoing support and advice to mentors and mentees for the course of their relationship, but especially in the early months.
6. To pray for mentors (currently drawn exclusively from churches) where requested to do so and to model Sixty-One's Christian values to mentors in their personal life.
7. With the MentorMe team to deliver mentoring training (at least 3 times a year) to groups of volunteers from churches and help to assess their suitability as mentors through this process (including some weekends and evening work).
8. To interview potential mentors to further determine eligibility to be a mentor.
9. With the MentorMe team to deliver group supervision to our volunteer mentors.
10. To input into and support regular MentorMe events (including three celebration events and one volunteer celebration event a year) and activities that help to support both mentees and mentors, and Sixty-One's wider purposes from time to time as required.
11. To build, and build upon, relationships with community-based organisations, promoting appropriate referrals, as well as creating new referral pathways where possible.
12. As directed, to visit prisons in the South-West to identify prisoners being released to the Bristol area who are motivated to change their lives, and are suitable for mentoring.
13. If required, to establish relationships with prison staff within the chaplaincy, resettlement, substance misuse and careers service sectors, and prison officers, in order to obtain suitable referrals.
14. To offer informed and accessible signposting to relevant support services and to help mentors, referees and mentees to engage with the support available.
15. To keep up-to-date records of all emails, phone calls, texts and other interactions with individuals we are working with, on our online database.
16. To ensure that qualitative and quantitative data of our work is collected and shared within the team.
17. To comply with the latest GDPR data protection legislation.
18. With colleagues and Trustees to develop relationships with churches to facilitate support for the work of MentorMe and Sixty-One and to develop a base from which mentors will come forward.
19. To articulate and personally model the Biblical basis of our work to churches and mentors and to preach at and share on our work at church services.

20. When necessary to assist the CEO and other staff in fundraising activities.
21. To assist with the Sixty-One social media presence
22. To support any events that Sixty-One run and such other tasks as the CEO or Project Manager may reasonably require from time to time.

Essential Person Specification:

1. Excellent interpersonal, communication and listening skills
2. Proven ability to build and maintain positive working relationships with other professional bodies
3. Can demonstrate ample experience and knowledge of mentoring
4. Experience of working with people with complex needs
5. Good at keeping ongoing and up-to-date records within computer systems
6. Excellent presentation and training skills
7. A can-do attitude with the ability to problem solve
8. Strongly disciplined and self-motivated
9. Good team player, who is reliable and accountable
10. Ability to prioritise workload and meet deadlines
11. Mature personality with good contacts in local churches and the wider community
12. Good IT skills, including competency in Microsoft Word, Excel, Powerpoint, Teams and Gmail.
13. Willingness to get the job done and occasionally work outside of normal working hours
14. Commitment to all aspects of Sixty-One's Equal Opportunities policy

Desirable Person Specification:

1. Experience of managing, working with and training volunteers
2. Experience of working in the criminal justice system
3. Knowledge of local and national organisations and services that support people with a criminal conviction
4. To hold a full driving licence and have access to a car

TERMS AND CONDITIONS

Contract: The MentorMe Project Liaison Officer will be employed by Sixty-One

Remuneration: Salary for the post will be £22,800, 4 days a week (£28,500 FTE)

Working Hours: 30 hours / 4 days a week

Pension: A company pension is offered

- Expenses:** All allowable and reasonable expenses in connection with work are reimbursed
- Work base:** The Sixty-One office at St Agnes Church, Thomas Street, Bristol, BS2 9LL or such other location (including working in prisons) as may from time to time reasonably be required. The delivery of training may require travel to third-party venues.
- Accountability:** The MentorMe Project Liaison Officer will be accountable to the MentorMe Project Manger

Sixty-One's Christian Ethos:

As stated in the job description, Sixty-One takes specific inspiration from Isaiah 61 to bring hope to men and women who have found themselves caught up in the criminal justice system. However, it is not a faith-based organisation.

This role requires a significant amount of work with churches and with mentors who are drawn from those churches, including praying for mentors when requested, delivering training, linking mentoring and faith principles, and articulating the Biblical basis of our work to churches and mentors.

It is considered that there is an occupational requirement for this role to be undertaken by a professing Christian and that this falls into the exceptions in the Equalities Act 2010.