

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 Sixty-One's object is to help offenders and ex-offenders 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. While we draw our inspiration from the Christian faith, we are not a faith-based organisation.

Job purpose: With the MentorMe Project Manager to ensure that the MentorMe mentoring project supports offenders in a manner that is likely to reduce reoffending.

Our values Candidates are welcome irrespective of their faith background. However, the successful candidate will need to be sympathetic to our values as an organisation and to be willing to work closely with and seek to inspire churches who support our work.

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, on occasion, in prison) who have been referred to us, in order to determine whether they are suitable 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) to discuss potential mentees and their suitability for mentoring, 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. 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.

7. Interview potential mentors to further determine eligibility to be a mentor.
8. With the MentorMe team to deliver group supervision to our volunteer mentors, as well as taking part in other annual MentorMe meals and events.
9. As directed, to develop/deepen relationships with existing community-based referrers, as well as creating new referral pathways where possible.
10. As directed, to occasionally visit prisons in the south west that are releasing people to the Bristol area to identify prisoners who intentionally wish to change their lives, and are suitable for mentoring.
11. 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.
12. To meet potential mentees at the prison gate on the day of release, if requested, and to accompany them to their Probation appointment and any other places they need to go (e.g. council, pharmacy).
13. To have some knowledge of relevant services available in Bristol, including knowledge of the benefits system etc, and to be able to signpost to these and help mentors and mentees to access and understand them.
14. To keep up-to-date records for everyone we are working with on our online database.
15. To ensure that qualitative and quantitative data of our work is collected and shared within the team.
16. To comply with the latest GDPR data protection legislation.
17. 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.
18. Offer support to Church Hubs that are in partnership with Sixty-One, and, where directed, to attend Hub meetings every 6 weeks.
19. When necessary to assist the CEO and other staff in fundraising activities.
20. Such other tasks as the CEO or Project Manager may reasonably require from time to time.
21. To assist with the Sixty-One social media presence.

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 work towards targets and deadlines
11. Mature personality with good contacts in local churches and the wider community
12. Good IT skills
13. Willingness to get the job done and occasionally work outside of normal working hours
14. Commitment to Sixty-One Equal Opportunities policy
15. To hold a full driving licence and have access to a car

Desirable Person Specification:

1. Experience of 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 ex-offenders
4. Experience of managing volunteers

Sympathy with 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 - but it is not a faith-based organisation. Applications are welcome from candidates irrespective of their background.

The role does, however, involve a significant amount of work with churches and with mentors who are drawn from those churches. So candidates must be sympathetic to Christian values and practices. Candidates should be aware that currently the majority of the staff team are practising Christians and therefore – while there is no requirement to participate themselves - be comfortable with Christian practices such as prayer at the start of meetings. Members of the team may give prayerful consideration to the pairing process of mentors and mentees and, when requested to do so, pray for situations highlighted by mentors. MentorMe's training programme for churches will also include specific references to biblical themes and texts.

TERMS AND CONDITIONS

- Contract:** The Project Liaison Officer will be employed by Sixty-One
- Remuneration:** Salary for the post will be £22,500 - 24,500 pro rata.
- Working Hours:** Four days per week (30 hours), this may increase in the future.
- Pension:** A pension is offered for this position
- Expenses:** All allowable and reasonable expenses in connection with work are reimbursed.
- Work base:** The MentorMe office at St Agnes Church, Thomas Street, St Pauls, Bristol, BS2 9LL. Significant travel and work in prisons and other locations will be needed
- Accountability:** The Project Liaison Officer will be accountable to the Project Manager
- Start Date:** TBC