



PARENTS AND CHILDREN TOGETHER

Volunteer

Communities Peer Mentor

Role Description

Reports to: Communities Support Worker

Based: Alana House, Reading

Hours/Days: Flexible

Having regard to the nature and context of the work, there is a genuine occupational requirement permitted under the Equality Act 2010 that this post is only available to women.

The purpose of this role is to provide additional support and encouragement to women facing multiple barriers to employment, to increase their confidence and digital skills in order to access employment, education or training following a period of unemployment.

Key Tasks

<input type="checkbox"/>	Supporting the course leader of the Job Skills course (Monday 11.00am – 12.30pm) as well as the group attendees or leading one of workshops on employment skills or discussing own experiences of returning to work.
<input type="checkbox"/>	Working 121 with service user(s) who need additional support with tasks such as writing a C.V., searching for jobs online, writing job application or writing a basis business plan
<input type="checkbox"/>	Meeting up to provide 121 support to individual service users to try new things such as visit a college open day

Person Specification

Essential Attributes	
<input type="checkbox"/>	Ability to communicate in English
<input type="checkbox"/>	Have a non-judgement attitude
<input type="checkbox"/>	Have a flexible and patient approach
<input type="checkbox"/>	Be reliable as possible to ensure clients have a consistent experience
<input type="checkbox"/>	Have the ability to relate to a range of people

O	Be able to maintain clear boundaries
O	Have excellent listening skills
O	Competent in the use of Word, internet explorer and G mail and confident to show someone else how to set up email, type a letter, search for jobs etc
O	

Desirable Attributes	
O	Have experience of returning to work/education or training after a period of unemployment
O	Experience of working in a recruitment, supervisory or careers advice role

All volunteers are required to	
O	Be subject to an enhanced DBS check: Children and Vulnerable Adults Workforce
O	Wear their PACT ID badge
O	Adhere to and sign PACT's confidentiality and safeguarding policies
O	Undertake a full induction and training

Boundaries of role:

Volunteers should not offer personal opinion, recommendations or guidance to visitors regarding their cases or personal circumstances beyond the remit of the role.

Volunteers should adhere to all health and safety and safeguarding policies whilst on site.

Volunteers should immediately report any health and safety and safeguarding issues to a member of staff.

Notify Line Manager within a reasonable time frame if unable to attend.

What PACT offers in return for your time, dedication, enthusiasm and skills:

- Learning and development opportunities
- Comprehensive induction
- Regular supervision, support and feedback
- Valuable work experience with an award winning and highly respected organisation
- Bi-annual social events for volunteers
- Travel expenses