

Mentors Required



Retail Volunteer Scheme Mentoring Support

Background

Oxfam is running a scheme to offer voluntary retail placement positions in Oxfam shops to women from disadvantaged communities, particularly BME women. Participant volunteers will be supported through a six month placement and will receive retail training and support for looking for work after their placement has finished. Our aim is that the participants will also get the opportunity of gaining an accredited qualification to evidence their retail training.

The positions are targeted at women who are currently not in work, but are looking for work or would like to be able to work.

While the participants will receive specialist retail training and in-work support from Oxfam shop managers, we would also like to offer them additional support in the form of mentors, preferably women of similar backgrounds, with experience of supporting other women.

Purpose of mentoring consultancy contract

Mentoring is done via a series of structured one to one meetings with the mentee. We expect mentors to offer friendly and suitable advice outside of the shop environment.

Mentors would support participants through the retail placement to address any barriers that may prevent them from succeeding in the placement. This may be things like building confidence, finding ways to develop particular skills and adapting to a new and unfamiliar environment, and helping people to think through their options for future development. The mentor may also offer practical support such as finding suitable childcare, helping identify strategies for overcoming debt problems, or negotiating home relationships.

Overall we expect mentors to support retail trainees to become more self-aware and to develop a strong sense of their own purpose.

The mentor will work closely with Oxfam, and in particular with the Retail Volunteer Scheme Project Officer, Beth Powell.

Hours will be flexible and will depend on the needs of the mentees, but should be agreed before hand with Oxfam.

Mentors are also expected to establish feedback mechanisms to Oxfam and provide written reports.

Skills and experience required

- Coaching skills
- Excellent communication and inter-personal skills, with experience of communicating with people from a range of backgrounds and organisations

- Experience of working with people living in poverty in the UK
- A strong desire and a willingness to help others
- Excellent listening and reflecting skills
- Strong understanding of issues facing BME women
- Flexibility, reliability and adaptability
- Ability to work independently and use initiative
- Good report writing skills
- Understanding of confidentiality

Oxfam GB takes its obligation to protect the rights of children and vulnerable people very seriously, therefore the successful candidate for this post will be subject to extensive background checking, this might include requesting that you supply us with a valid DBS disclosure certificate, as this role may involve unsupervised access to the above-mentioned groups.

Please ensure that prior to commencing the application process, if successful, you would be happy to complete a DBS check. For more information about DBS please click this link:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Payment and contractual terms

Please indicate in your tender application what you expect the cost to be for this work.

We will discuss these terms with applicants and reach a mutual agreement prior to signing the contract.

Timetable

We would like to receive short written tender applications showing how you meet the skills and experience listed above **by 2pm on Wednesday 9th December 2015**. Please include an up-to-date CV and details of two referees. This should be sent by email to bpowell2@oxfam.org .uk.

Interviews will be held on Monday 14th December at:

Greenfish Resource Centre

46-50 Oldham Street

Manchester

M4 1LE

Mentors will be expected to attend an induction session in January (date TBC) at the Greenfish Resource Centre to get to know the programme and project resources and share best practise.

In January, a cohort of placement volunteers will start on the six-month mentoring programme.

Exact timings and regularity of the mentoring sessions will depend on the needs of the mentees. Our expectation is approximately one 1.5 hour session per month for six months. Exact hours should be agreed with Oxfam in advance.

If you are interested in undertaking this mentoring consultancy contract, please feel free to contact us for a discussion:

Beth Powell, Oxfam Retail Volunteer Scheme Project Officer, bpowell2@oxfam.org .uk
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