

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 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. 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 people with a criminal conviction 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 mixed caseload of potential mentees and existing mentoring relationships. The successful candidate will be the lead for our work with women, including regular visits to HMP Eastwood Park and female Approved Premises in Bristol.
2. To connect and meet with people who have a criminal record (both in the community and 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. 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. To 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. To build, and build upon, relationships with community-based organisations, promoting appropriate referrals, as well as creating new referral pathways where possible.
10. 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.
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 offer informed and accessible signposting to relevant support services and to help mentors, referees and mentees to engage with the support available.
13. To keep up-to-date records for everyone we are working with on our online database.
14. To ensure that qualitative and quantitative data of our work is collected and shared within the team.
15. To comply with the latest GDPR data protection legislation.
16. 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.
17. When necessary to assist the CEO and other staff in fundraising activities.
18. To assist with the Sixty-One social media presence
19. 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 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 all aspects of 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. However, it is not a faith-based organisation, and applications are welcome from candidates irrespective of their background.

The role, involves 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 – must 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 £23,500 - 25,500 pro rata.
Working Hours:	Four days per week (30 hours); with potential for this to 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 prison and community locations will be needed
Accountability:	The Project Liaison Officer will be accountable to the Project Manager
Closing date:	Midnight on Sunday 06/10/2024
Start Date:	ASAP
Interview Dates:	Week beginning Mon 14 th October 2024