



King's Trust







VOLUNTEERING ROLES: BE PART OF OUR TEAM

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|---|--------------------------------|
| Role: Employability & Progression Mentor 18+ | Disclosure Check: Basic |
| Works directly with children / young people: Yes (always supervised and not regular) | |
| If yes, the age range of children / young people: 18 - 30 | |




WHY IS THIS VOLUNTEER ROLE IMPORTANT?

Employability & Progression Mentors are an integral part of our Young People support offer. Ending youth unemployment is our organisation's core mission. You will be involved in supporting young people 1-2-1 offering guidance, support and a safe space to discuss their personal and development needs that will enable them to achieve or sustain an outcome through encouraging them to develop their skills, confidence and motivation to achieve their goals. Outcomes can include accessing education or further training or securing suitable work experience or employment. For those in work or training, it's about helping them stay engaged and consider development in their role.

WHAT DOES AN EMPLOYABILITY & PROGRESSION MENTOR DO?

-  Provides up to six months of 1-2-1 support.
-  Provide active support such as reviewing documentation, responding to emails, signposting to resources, networking connections, etc.
-  Work towards or sustain hard positive outcomes to support a Young Person to improve on soft skills such as communication, confidence and managing feelings.
-  Produce regular reports sharing progress and identifying any significant challenges where additional King's Trust support may be necessary.
-  Agree on an action plan with their mentee.
-  Signpost to additional King's Trust learning, share materials and useful resources that may benefit young people and our work.

WHAT DOESN'T A EMPLOYABILITY PROGRESSION MENTOR DO?

-  Provide information, advice, guidance, or support beyond that reasonably expected from a mentor relationship – i.e. mental health counselling.
-  Visit a young person in their home.
-  Operate in isolation of The King's Trust outside of policies, procedures, and guidance.

WHEN AND WHERE DOES THE VOLUNTEERING TAKE PLACE?

Employability & Progression Mentors volunteer around four hours a month, plus any travel if meeting in person. You'll agree on how best to contribute based on your experience and aspirations, but the expectation is, on average, once a month. Sessions can be virtual or in-person, depending on what works best for you and the young person. You may also offer occasional support via email, calls or signposting to other resources.

You could be matched with a young person anywhere in the UK, and you will need to be flexible as the relationship is led by the young person's needs.

EXPECTATIONS – WHAT WE EXPECT FROM YOU

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all volunteers to share this commitment. To support this, all volunteers are expected to sign a Volunteer Commitment and follow The Trust's policies and standard operating procedures.

One of the essential elements of success is young people having access to a diverse community of Employability & Progression Mentors who have a wide range of skills, knowledge, experience and qualifications. Below is a list of the leading skills that young people are looking for and the reasons why.

| Skills, Knowledge or Experience | Why is it needed? |
|---|---|
| Understanding the current and future challenges faced by young people. | Young people face an uncertain future, and Volunteers can provide vital insight about the current and future economic and political climate. |
| Experience in job searches, application processes, interview experience and an understanding of the current job market. | A progression mentor with a good understanding of current opportunities and standard recruitment processes will be in the best position to support young people through their journey into the workforce. |
| Have a young person first approach | Things may not always go as planned, and you must act accordingly, taking direction from your young person. |
| Ability to build meaningful relationships and be an effective communicator. | You will primarily support young people but also link with other volunteers, Trust colleagues, and stakeholders across the organisation. The ability to communicate and build trust with people from a range of backgrounds is important. |
| Confident with Technology/IT applications. | To support a young person's journey, whether that's through meeting online, supporting with applications or work documentation. |

EXPECTATIONS – WHAT YOU CAN EXPECT FROM US



Reasonable travel expenses in line with the volunteer expenses policy.



Training relevant to the role.



An assigned point of contact who supports you throughout your volunteer journey.



Access to our well-being platform.



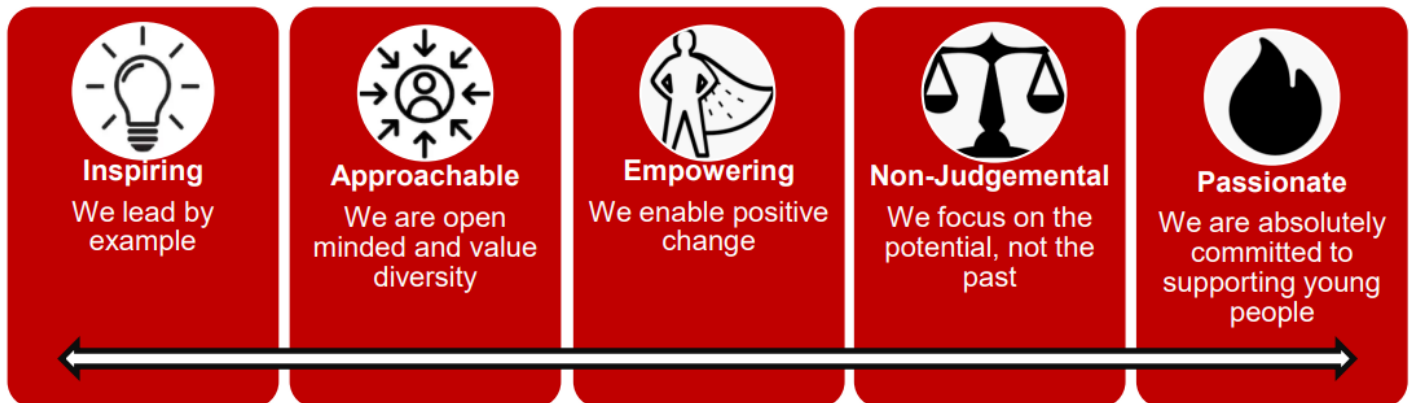
Opportunities to participate in Network and celebration events, and other sources of personal and professional development.

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THE KING'S TRUST'S VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The King's Trust, we're committed to equality, diversity, and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity, and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and PULSE (LGBTQIA+ Network). For more information, [click here](#).