

**Job** Mentor Coordinator

**Responsibilities**

- Working with the Directors of Recruitment, Training and Operations to develop the new role of Mentor consistent with the training structure
- Maintain records of mentoring partnerships
- Identify and match mentors to new members in timely fashion
- Support mentors with their role
- Coordinate with Director of Recruitment and Welfare Officer to ensure suitable mentors are matched to under 18 members
- Coordinate DBS checking for all mentors

**Desirable skills and experience**

- Experienced and well connected BAFRA member
- Strong inter-personal skills
- Minimum time commitments and responsiveness
- Familiar with googledocs
- Team player able to work in partnership with others
- Experience of coordinating volunteers
- Experience being a mentor

**Reports to** Director of Recruitment

**Appointed by** Board of Directors

**Term of office** 1yr initial term to be reviewed on anniversary

**Current post holder** Vacant (new post)