

**JOB DESCRIPTION:
MENTORING CO-ORDINATOR**

Fixed Term Maternity Cover until August 2011

Koestler's Arts Mentoring Project, funded by the Paul Hamlyn Foundation, aims to support offenders to continue with their arts activity post release from prison.

Koestler has trained a group of professional artists as mentors and then matched them to prisoners who have won Koestler awards and are due for release. Working alongside Probation and other resettlement services, our mentors are supporting these offenders to maintain and develop their arts activity in the community.

Integrated into the project is an evaluation into our initial 3-year pilot period. This evaluation aims to demonstrate that the arts can have wide-ranging benefits for offenders and their communities – potentially reducing re-offending.

Salary:	£24,000 per annum.
Hours:	35 hours a week 9 am and 5 pm Mon – Fri. <i>Some evening and weekend work will be required, as well as travel for which time of in lieu can be taken and travel expenses will be paid.</i>
Duration:	Maternity Contract until August 2011
Line manager:	Chief Executive (Tim Robertson)
Staff managed:	Volunteer Arts Mentors
Base:	Koestler Arts Centre, 168a Du Cane Road, London W12 0TX (adjacent to Wormwood Scrubs Prison, near East Acton tube station).
Holidays:	25 days a year (of which up to 10 days may be taken in the initial 6 months) + Bank Holidays

Main aims of the role:

The purpose of the post is to manage the Koestler Trust's Mentoring Scheme, which aims to maximise the impact of the Trust's activities on the lives of offenders by enabling talented offender artists to continue with their arts practice post release from prison.

Duties

1. To keep in contact with mentors and mentees, e.g. by phone, email and in person; helping them feel valued and supported, giving information and, when appropriate, helping them make arrangements for mentoring sessions.

2. To ensure that the policies and produces for the project are followed, which provide practical guidance and set clear boundaries for mentors and mentees.
3. To organise training for mentors, and to participate in its delivery.
4. To liaise effectively with prisons, probation and other services to obtain relevant information about potential mentees and to keep them updated.
5. To discuss and agree referral criteria for the Arts Mentoring Project with Probation staff and, based on referral criteria, to match mentors with suitable mentees.
6. To work with other members of the Koestler team to identify winners of Koestler arts awards who may be appropriate for future mentoring.
7. In consultation with the Trust's Office Manager, to administer claims, invoices and payments of mentors and mentee expenses.
8. In consultation with the Trust's Book keeper to keep accurate records of the Project's expenditure to ensure that it stays on budget.
9. To ensure that there is thorough monitoring of the programme, e.g. through data collection, and to facilitate the evaluation by an independent evaluator. e.g. by sending questionnaires to participants and following up to get them returned.
10. To liaise regularly with the Project Evaluator and his research assistant to ensure they are both kept fully briefed and are supplied with all the information they require.
11. To organise the meetings of the mentoring Steering Group and to make reports to this group, to the trustees and to funders as directed by the Chief Executive.

Organisational responsibilities

1. To provide regular one-to-one support and supervision meetings for mentors as well as facilitating Regional Group Peer Support Meetings for mentors on a by-monthly basis.
2. To produce or contribute to bids for funding or sponsorship for extensions to the mentoring programme and for new projects.
3. To form constructive partnerships with other organisations in the field of arts and criminal justice.
4. To participate in support and supervision with the Chief Executive and regular meetings with the rest of the Koestler team.
5. To follow all Koestler Trust procedures, e.g. around confidentiality, equal opportunities, health and safety.
6. On occasion to help with other areas of the Trust's work, e.g. handling entries to the awards and staffing the desk at the exhibition.

The job description gives an outline of key duties and is not intended to be an exhaustive list. The post-holder may be asked to take on other responsibilities as reasonably requested by her/his manager from time to time.

**PERSON SPECIFICATION
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Qualifications

1. Educated to degree level or higher.

Knowledge

2. Thorough knowledge of current policy and practice in at least TWO of the following areas: criminal justice; education; community arts; outreach or support to marginalised people.
3. Good understanding of best practice in mentoring and volunteering.

Experience

4. At least 2 years' paid or voluntary work experience in a relevant setting.
5. Experience of managing volunteers.
6. Experience of organising training courses or other events in partnership with others.
7. Experience of project management in a paid or voluntary setting.

Skills and abilities

8. Excellent planning and organisational skills, able to work from own initiative to achieve clear results while managing a complex workload.
9. Excellent interpersonal skills, able to engage with a very wide range of people in formal and informal settings.
10. Ability to motivate and engage volunteers and appropriately address any issues around performance or boundaries.
11. Well-developed skills in assessing the needs of vulnerable people and providing activities to support and empower them.
12. Strong literacy and numeracy – e.g. able to produce formal reports with financial and monitoring data, and to communicate effectively in writing with a wide range of audiences
13. Excellent working knowledge of IT including Word, email and the internet, and ideally databases or spreadsheets. Where knowledge gaps are identified the ability and

willingness to learn fast.

Attitudes and values

14. Enthusiasm for the aims of the arts mentoring project and the ethos of the Koestler Trust.
15. A can-do attitude to solving problems, imaginative and practical in generating ideas.
16. Energy and stamina to bring about change.
17. A passionate commitment to equality and inclusion.