

Transitions Peer Mentor (voluntary role) Job Advert

Start Date: 11th October 2023

End Date: 25th June 2024 (or longer if desired)

Deadline: Friday 12th May 2023 (12pm)

Interview Dates: Interviews will run over May and June 2023

In-person Training Date: Wednesday 11th October 2023 1pm-5pm

Role and Department Overview

The Transitions Team offer pastoral support to students to help them to settle in, connect with others, and look after their own wellbeing. We offer a range of provision designed to support students, including a Wellbeing Programme, Peer and Group Mentoring, and pre-arrival support.

Why be a peer mentor?

It can be really rewarding to be able to share your own knowledge and experience with another student who may be facing challenges navigating University life. We match mentors and mentees based upon hobbies and interests where possible, so we often have mentors and mentees who build strong professional rapport.

Peer Mentors are volunteers who work on a 1:1 basis with another student to provide support with a range of issues and challenges. This programme is particularly popular with students who have autism or mental health difficulties. The programme will be offered as a blended model with mentors and mentees meeting online or face to face depending upon mutual preference.

You will undertake a suite of training in:

- Mentoring Skills (in-person)
- Boundaries, Safeguarding, and Confidentiality (In-person)
- Autism, Mental Health, Administration and Trans Gender Identity Awareness (Asynchronous online)

You will need to submit a CV and Covering Letter outlining relevant skills and experience. You should email your CV and Covering Letter to transitions@lancaster.ac.uk with the subject line: '**Transitions Peer Mentor Application**'.

Your CV and Covering Letter should explain why you are interested in the opportunity and outline any relevant skills and experience relevant to role. Applications without a CV and Covering Letter will not be considered. The Careers Service can support you with creating a CV and Covering Letter.

Transitions Team Peer Mentor

Mentors will provide pastoral support to their mentee, assisting with a range of challenges including:

- To meet with the mentee on a regular basis at agreed times either face to face or online (usually for an hour per week) to assist with reviewing progress and planning actions for the following week.
- To provide support and guidance with developing study skills (including organisational skills, managing deadlines, prioritising and breaking down tasks).
- To support the mentee in accessing university facilities and services (e.g. Student Finance, Library, Careers Service, Finance Team).
- To support the mentee in accessing leisure facilities such as the sports centre, Student Union and relevant clubs and societies.
- To encourage and support the mentee in making the most of opportunities and services available to them, thereby increasing their independence and confidence.

Mentors will work with their mentee for an average of one hour per week. Mentors must also attend termly supervision meetings with a member of Transitions Staff, and termly team meetings. There is a small amount of administration involved, as you will need to submit meeting notes after each mentor meeting.

Engagement with the programme is contingent on successful completion of online training (completed asynchronously over the summer vacation) and a training day on Wednesday the 11th of October 2023.

Job description

- Attend and engage with the mandatory training programme to prepare for the role of Peer Mentor.
- Support and encourage the mentee to settle into the University by meeting with them for one hour per week during term time.
- Act as a point of contact for the mentee for general questions about university life.
- To actively listen and discuss any concerns or problems.
- Refer and signpost mentees to appropriate support services when required, being mindful of safeguarding.
- Act as an ambassador and represent the University in a positive manner.
- Attend termly supervision sessions with the Transitions Team and attend and engage with termly team meetings.
- Maintain a reflective practice record in order to monitor and evaluate personal development.
- Keep accurate meeting notes and share these with the Transitions Team in line with GDPR.
- Build a supportive and trusting relationship with the mentee while maintaining boundaries.

Person Specification

Criteria	Essential/ desirable
Education	
Registered as a Lancaster University student in 2023/24	essential
Qualifications/ experience relating to mentoring or supporting others	desirable
Qualifications/ training relating to supporting people with autism, mental health difficulties, and other disabilities	desirable
Experience	
Of the challenges faced by students with autism and mental health difficulties	desirable
Of supporting individuals in a supportive, coaching or mentoring capacity	desirable
Of working with people with a variety of needs including those with disabilities, and experiencing social isolation	desirable
Skills and Abilities	
Excellent verbal and written communication skills	desirable
Ability to reflect on your own practice and develop from this	desirable
Able to maintain confidentiality when appropriate and an awareness of boundaries and safeguarding	desirable
Knowledge of university support structures and the help available through these different channels	desirable
Good computer literacy with experience of using Microsoft Teams, and Microsoft Office	essential
Ability to organise and proactively self-manage workload	essential
Values and Behaviours	
A desire to support others	essential
Empathetic listener & non-judgemental	essential
Demonstrate reliability, honesty and accountability	essential
A commitment to working with students with disabilities (including social communication and mental health conditions)	essential
A commitment to equality and diversity	essential

Please read the information above carefully before you write your CV and Covering Letter.

You should email your CV and Covering Letter to transitions@lancaster.ac.uk with the subject line: 'Transitions Peer Mentor Application'.

Your CV and Covering Letter should explain why you are interested in the opportunity and outline any relevant skills and experience relevant to role. Applications without a CV and Covering Letter will not be considered. The Careers Service can support you with creating a CV and Covering Letter.

If you have any questions about the role please email transitions@lancaster.ac.uk