



Role Description: Peer Mentor – Minerva Service

Job Title:	Peer Mentor
Responsible to:	Peer Mentor Co-Ordinator
Salary:	Unpaid. Travel expenses and £4 for lunch will be reimbursed
Commitment:	Volunteer a minimum of 3 - 4 hours a week (Monday to Friday, 9am-5pm) with at least a 6-month time commitment Attend a 6 day training/induction in person or 12 half-day zoom training/induction (Depending on government guidelines) Attend peer mentor meetings, individual/group supervision and ongoing training
Work location:	Pan London

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

Advance is committed to equality and diversity and strongly encourages applications from women with disabilities, from BME backgrounds and the LGBTQ+ community, as these groups are currently under-represented in our organisation.

Peer mentors must have experience with the criminal justice system. This could include prior experience of:

- * Being arrested
- * Being convicted by a court
- * Serving a community order
- * Serving a prison sentence
- * Being under probation supervision

Peer mentors need to be free from offending and clean from any substance addiction for at least 12 months. Please contact us to discuss your personal situation if you are unsure if you are suitable for this role.

Job Summary

The Minerva service within Advance works with women involved in the Criminal Justice System offering safe, targeted support and advocacy to women to help them address their complex needs in relation to the 9 pathways to offending, such as substance misuse and financial difficulties. Minerva aims to reduce re-offending, encourage desistance amongst repeat offenders, divert women from Criminal Justice involvement as early as possible and reduce the number of custodial sentences imposed by Courts.

The Peer mentor will work with the keyworkers to support clients to make positive changes to their

lives, and support will be tailored to the clients' needs.

The Peer Mentors main duties will be to:

1. Support all the work done by the Minerva service within Advance.
2. Provide emotional and practical support to women in achieving their individual goals.
3. Co-facilitate group sessions.
4. Work in a supportive, non-judgemental, and nondirective manner.
5. Attend volunteer meetings, individual and group supervision, and ongoing training as necessary.
6. Maintain boundaries with service users at all times.
7. Deal sensitively and confidentially with enquiries from service users, professionals and visitors to the project.
8. Ensure that the requirements of Advance Health & Safety Policy are met, informing the Director of Minerva Services of any concerns.
9. Respond appropriately to requests for information from staff, trustees, partner agencies, funders and interested parties.
10. Attend relevant training, conferences and seminars on behalf of the project and take responsibility for self-development on a continuous basis.
11. Undertake all necessary administration relating to both client and yourself as peer mentor.
12. Where requested, work with the Peer Mentor co-ordinator to conduct regular reviews of the project, collect feedback from service users and compile reports as required.
13. Work within the organisation's Health and Safety, Confidentiality, Equal Opportunities and all other relevant policies.
14. Demonstrate a willingness to work at any of Advance's sites, including external agencies and on occasion attend evening or weekend meetings.
15. Undertake any other reasonable duties as requested by the Director, CEO and Board of Trustees.

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

The Peer Mentors will be offered:

1. An initial 6 day training covering a number of subjects such as boundary setting, maintaining relationships and knowledge around the 9 pathways of offending focusing on Mental Health, Domestic Abuse and Substance Misuse.
2. Continual update of training throughout the time in role
3. Opportunities for progression within the Peer Mentor programme
4. Optional external training
5. Invited to Away Days and team meetings with all the Advance team where appropriate
6. Team awards and acknowledgement days
7. One to one supervision, group supervision and focus groups
8. Opportunity to help assist Minerva to develop and expand the programme through feedback and evaluation