



JOB DESCRIPTION

Positive Destinations Volunteer and Mentor Co-ordinator

Post: Positive Destinations Volunteer and Mentor Co-ordinator

Reporting to: Project Manager

Hours and Annual Leave: 12 hours per week (over four days) and 28 days inclusive of public holidays (pro rata)

Location: Home working

Salary and Benefits: £11,525 including home working allowance. A contributory pension scheme totalling 11 per cent of salary (5 per cent employer with 6 per cent employee).

Important: Funding for Positive Destinations comes from the No One Left Behind Scottish Government programme. The award is made annually at a local level; however, whilst there is a risk of project discontinuation, the performance of the programme is such that we have confidence that we will secure continuation funding again, as the programme has done since 2021.

Positive Destinations programme

Positive Destinations has been running since 2021 and is a 26-week programme offering a volunteer placement and one-to-one mentor support to enable participants to reduce barriers that limit their personal growth and development. This can involve developing communication, social and practical skills, as well as taking steps towards accessing further training, education or employment.

[Positive Destinations - Argyll & Bute Third Sector Interface](#)

Main Purpose of Post

The role is to provide coordination and administration of the Positive Destinations Programme

Responsibilities will include, but are not limited to;

- Promotion of Positive Destinations to referral partners such as JCP, SDS, HSCP disability team, social work, local schools across Argyll and Bute and other volunteer involved organisations, either online or face to face.
- Holding face-to-face or online interviews with referred clients to ensure suitability for the programme.
- Involvement in the recruitment of mentors as required.
- Mentor allocation based on the referral interview and other referral information.
- Ensuring that the costs of accepting the referral will be in line with what the fund can allow.
- Working with mentors and appropriate, external organisations to source suitable volunteer placements.
- Management of the Positive Destinations database including monitoring individual referrals by tracking mentee reports to ensure suitable completion of the programme. This includes the preparation of case studies
- Monitoring the number of referrals to avoid overload, authorising payments and dealing with issues that arise.
- Arranging and facilitating monthly mentor group review meetings and circulating minutes/notes. Coordinating workshop/learning session for mentors as required
- Liasing with the project manager to monitor overall spend to ensure the programme is kept within budget.
- Being the point of first contact to resolve issue raised by mentors relating to their own responsibilities or the progress of individual mentees.

Outline person specification

Criteria and Assessment		
E = Essential A = application D = Desirable I – Interview		
Education and/or professional qualifications		
D1	Educated to SCQF level 8 (see https://scqf.org.uk/about-the-framework/interactive-framework/) or equivalent work experience	A
D2	Evidence of commitment to lifelong learning and CPD	I
Experience and transferable skills		
E1	Experience of working with vulnerable people and the ability to demonstrate relevant transferable experience and skills	A and I
D3	Experience of working in the third sector or the care sector or demonstrate relevant transferable experience and skills	A and I
Specific job-related skills, abilities and knowledge		
E2	Strong organisational and time management skills with attention to detail.	A and I
E3	Excellent written and verbal communication abilities	A and I
E4	Ability and/or experience to manage small project budgets	A and I
E5	Ability to manage multiple tasks and priorities simultaneously	A and I
Any additional job-related requirements		
E6	Travel will occasionally be required across Argyll and Bute	A
E7	Full driving licence with access to a car	A
Competencies		
E8	1. Demonstrates ability to manage own workload	I
D4	2. A strong understanding and experience of the social and economic context of Argyll & Bute	A and I
E9	3. Problem-solving and critical-thinking skills.	A and I