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**Volunteer Mentor**

**Application Pack**

Thank you for your interest in volunteering as a Mentor at Manchester Youth Zone!

If you would like to know more about any aspect of the application process or how Manchester Youth Zone works before returning your form, please do not hesitate to contact us.

**T: 0161 203 5333**

## E: James.Dronsfield@manchesteryz.org



To enable you to become a Volunteer Mentor, please complete and return your application form as soon as possible. You will then be contacted to arrange a short, informal interview to look at what type of young person you would like to support and what skills and experiences you could share with a young person.

If successful, you will then be invited to attend a 6 week training course, one evening a week. Upon successful completion of the training course you will be ready to mentor a young person. You will also need to complete a DBS disclosure form. We look forward to receiving your application very soon.

**Our Mission**

To provide a safe, attractive, accessible, affordable facility where young people of all backgrounds and abilities can meet to play and participate in a wide range of sports, arts, music and developmental activities, seven days a week. A place where they will find positive people who listen, support, and encourage them to explore opportunities, develop their strengths and talents – and have fun.

**About Manchester Youth Zone**

We opened in February 2012 as The Factory Youth Zone, a centre designed by young people for young people in North Manchester. In July 2018, we changed our name to Manchester Youth Zone to help young people feel more of a part of the city – and to invite others across Manchester to get involved with our fabulous Youth Zone!

It is an iconic building with state-of-the-art facilities for a wide range of activities for young people aged eight to 19. Manchester Youth Zone is a charity, and we want to keep our prices low so that young people can always be sure of somewhere affordable to go, something fun to do, and someone safe to talk to.

Manchester Youth Zone’s aim is to raise young people’s aspirations by providing them with a safe and inclusive meeting place. All activities at the Youth Zone are fully-inclusive and a trained team is always on-hand so that young people with additional needs can take part and enjoy everything the Youth Zone has to offer.

Manchester Youth Zone is more than just a sports and arts centre. With every session staffed by qualified Youth Workers and trained volunteers, young people are surrounded by positive role models who encourage and support them at every step of their personal journey.

**Manchester Youth Zone helps young people to:**

* Develop self-confidence and self-esteem
* Raise and achieve their aspirations
* Discover the power of positive relationships
* Develop the courage and self-discipline to make positive life decisions
* Find a path to meaningful work
* Live safer, happier, healthier lives

**The mentoring programme at Manchester Youth Zone specifically aims to:**

* Support disadvantaged young people from the local area, who are in crisis and have little or no support from significant adults in their life.
* Help young people successfully make the transition to adulthood, by providing them with a stable, trusting, one-to-one relationship with a positive role model.
* Help young people achieve their full potential by facilitating their development into autonomous individuals.

**Senior Mentoring – 1 to 1:**

Our Senior Mentoring programme is open to our Senior Members, who are aged 13 – 19 (or up to 25 with additional needs). Volunteer Mentors meet with a young person on a 1 to 1 basis, for one hour a week at Manchester Youth Zone, for up to 6 months to help them make positive changes in their lives and work towards achieving the targets they set for themselves as part of the programme. Sessions will usually take place before or during Senior sessions on Mondays, Wednesdays, and Fridays evenings. However, some sessions can take place during the day if the young person is available, such as in between college or work hours, etc.

**Junior Mentoring – 1 to 1:**

Our Junior 1 to 1 Mentoring programme is open to our Junior Members, who are aged 8 – 12 years old. Volunteer Mentors meet with a young person on a 1 to 1 basis, for one hour a week at Manchester Youth Zone, for up to 6 months to help them make positive changes in their lives and work towards achieving the targets they set for themselves as part of the programme. Sessions will usually take place after school on any week day, or during junior sessions on Tuesdays, Thursdays and Fridays evenings.

**Training:**

Mentor training involves attending a 4-5 week training course, one evening a week (an alternative full day training course can be offered, dependent on applicant’s availability). You must attend all sessions to go on to become a Mentor. Sessions are fun and interactive, and are structured to include both theory and practice, which involves a range of activities and group work, as well as learning theories and tools to use during mentoring. The training programme will give you a real grounding and understanding of the experiences you may encounter in the Youth Zone and the training sessions will equip you with the tools to become a successful Mentor.

You will be given the opportunity to ask any questions or raise any concerns you may have about working with young people, and will be given time each session to practice the mentoring skills you will develop on the course. You will also be observed on your mentoring skills throughout the training course.

The Mentor training covers working with both Senior and Junior members in terms of where they are at in their development and how Mentors can work effectively with each age range. All Mentors must complete the week basic training to volunteer on any of our mentoring programmes.

A variety of options are available for mentors in terms of what programme they volunteer on:

* Mentors can just work with Seniors on the 1 to 1 programme
* Mentors can just work with Juniors on the 1 to 1 programme
* Mentors can work 1 to 1 with a Junior and then work 1 to 1 with a Senior, or vice versa

Following the training course you will attend a post training review to discuss your experiences of the training course and identify the type of issues you would like to support a young person with, as well as which programme you would initially like to be involved with.

Additional training on the specific issues facing young people on the mentoring programme, as well as topics which Mentors are interested in is available on a monthly basis as part of group supervision. Weekly informal supervision is offered to Mentors, as well as formal supervision on a quarterly basis to ensure that Mentors feel supported in their roles. All of this support is offered by our Mentoring Manager.

**Time Commitment:**

We ask all our Mentors to commit to mentoring a young person for one session of an hour per week for a minimum of 6 months as part of the 1 to 1 programmes. This ensures your Mentee has the continuity and stability they deserve and need; and allows you to develop a successful relationship with your Mentee, and enables you to support them effectively in achieving their targets.

Mentors are also expected to make themselves available for a weekly catch-up telephone call to discuss their mentoring relationship, and the progress their Mentee is making. Mentors are encouraged to attend group supervision sessions once every 2 months to share best practice with other Mentors, there will be additional training on specific topics where they are relevant to their Mentee, whilst this is not compulsory, it will prove beneficial to you and your mentee.

**What next? – Getting started:**

* Read through the pack
* Fill in the application form and return it to us
* We will then invite you to a short informal interview and tour of the Youth Zone

**If successful, we will then:**

* Follow up with your references
* Book you onto the next available mentoring training programme at Manchester Youth Zone
* Ask you to complete a Disclosure and Barring Services background check form

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| **Volunteer Mentor Application Form**  **Please tell us who you are and how to get in touch with you:**  Name: Date of Birth:  Address: Home Phone:  Mobile:  Post Code: Email : |
| Please specify which programmes you are interested in becoming a Volunteer Mentor for; our Junior or Senior 1 to 1 programme, our junior group programme, or any of these programmes:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Seniors 1 to 1 | Juniors 1 to 1 | Any |  |  |  | |
| 1. Why do you want to become a Mentor? 2. What previous experiencing do you have of volunteering, mentoring, or working with young people? 3. What are your hobbies or special interests that you think will benefit a Mentee? 4. What skills and experiences could you share with a Mentee? 5. Mentoring is a big responsibility and can change the lives of both the Mentor and the Mentee. What do you hope to gain from the experience? What do you hope the Mentee will gain? |
| **Basic Information**  Do you have a criminal record? Yes  No  This would not necessarily prevent you from becoming a volunteer. There is more information at the end of this form about criminal records, but if you have any questions speak to James Dronsfield on 0161 203 5333.  We are required to submit an enhanced Criminal Records Bureau check and will complete the form with you during your initial interview.  Are you currently a student? Yes  No  Are you currently employed? Yes  No  Are you aged 21 or over? Yes  No  Have you completed any Safeguarding or Child Protection training? Yes  No  If you are interested in volunteering on our 1 to 1 programme, are you willing to commit to mentoring a young person for an hour a week for a minimum of 6 months? Yes  No  Please list any qualifications or training (formal or informal) you have completed or are currently enrolled on: |
| **Availability**  When are you able to volunteer as a Mentor? (This will be discussed further at the informal interview). |
| Do you have any additional needs that we should be aware of to enable us to support your volunteering with us? |
| **How did you hear about us?** |
| **References**  Please supply email **and** telephone or mobile contact details of two people who know you well enough to comment about your suitability for this role – they could be employers, teachers or other people with standing in the community. They should not be family members or people with whom you’re in a relationship. If you are not sure about who to put we are happy to discuss this with you.  **Referee 1**  Name:  Email:  Phone:  How does this person know you? …………………………………………………………………..  **Referee 2**  Name:  Email:  Phone:  How does this person know you? ………………………………………………………………….. |

Please return the completed form to:

**james.dronsfield@manchesteryz.org**

**or**

**James Dronsfield, Mentoring Manager & Safeguarding Officer, Manchester Youth Zone, 931 Rochdale Road, Manchester, M9 8AE**

**Recruitment of Ex-Offenders Policy Statement**

As an organisation using the Disclosure and Barring Services (DBS) to assess applicants’ suitability for positions of trust, The Youth Zone complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

The Youth Zone is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skill and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.

A disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered the position.

Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to a designated person within the Youth Zone and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the process allows The Youth Zone to ask questions about your entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in the Youth Zone who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measure discussion takes place of the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or volunteering opportunity.

We make every subject of a DBS disclosure aware of the existence of the DBS code of practice and make a copy available on request.

We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment or volunteering opportunity.

**Having a criminal record will not necessarily bar you form working with us.** This will depend on the nature of the position and the circumstances and background of the offences.