

**Richmond upon Thames Council for Voluntary Service (RCVS)**

**VOLUNTEER ROLE DESCRIPTION**

**Role**: Volunteer Mentor

**Commitment**: Flexible (details below)

**Supervisor**: Project Coordinator

**Background information**

Richmond Council for Voluntary Service (RCVS) is an independent infrastructure organisation whose aim is to Empower, Enable and Involve the voluntary and community sector in Richmond upon Thames by providing dedicated support. To do this we work with a wide range of charitable and voluntary groups as well as statutory bodies in the Borough. We are an independent Registered Charity and a Company Limited by Guarantee, governed by a Board of Trustees.

Our mission is to provide strong, effective leadership to:

* Support a robust and sustainable voluntary sector to provide locally needed quality services
* Facilitate positive partnership working
* Strengthen volunteering and community action
* Empower community groups and individuals to influence and contribute to their community

This year we are excited to launch our new governance project, Trustee Forward, funded by the Richmond Foundation. The 12-month project will provide targeted training, a mentorship scheme, and opportunities for peer support to a cohort of both new trustees and aspiring chairs. We are aware of the increased pressures that trustees face, the growing number of vacancies, and how the composition of trustee boards is often not fully representative of the communities they serve. The aim of Trustee Forward is to remove barriers to trusteeship, increase diversity, and enable trustees to lead with confidence – in turn, helping to ensure our local sector is well run and well governed.

**Overview of role**

As part of Trustee Forward, we are seeking volunteer mentors who can provide mentoring support to new trustees and aspiring chairs of local voluntary and community organisations. This is an exciting opportunity to help empower new trustees and aspiring chairs and make a difference to our local voluntary and community sector.

Volunteer mentors will be supported and supervised by the Project Coordinator, who is a staff member of RCVS, on an ongoing basis. A light touch introductory training will be provided, as well as relevant RCVS policies, as needed for the role.

We are committed to best practice in volunteer management, and we will try our best to make the volunteer experience as enjoyable and constructive as possible. We welcome and value the views of volunteers and will try to implement any feedback wherever possible.

This is a voluntary position, but we would not like volunteers to be out of pocket and reasonable expenses can be reimbursed, upon production of valid receipts and with prior agreement of the Project Coordinator. The role will be mostly done remotely, with the potential of occasional in person meetings or events within the borough of Richmond.

**Key tasks and expectations**

Below is a list of key tasks that we hope volunteer mentors would undertake. We really value suggestions and ideas from our volunteers, and there may be scope for additional tasks.

* Provide mentoring support to at least one new trustee or aspiring chair (around 6 mentoring sessions per mentee) for between six months to a year
* Prepare the mentorship sessions and cater them to the individual needs of each mentee, setting goals, listening to their experiences, asking constructive questions, and sharing own experiences where appropriate
* Attend an introductory light touch mentorship training delivered by Richmond CVS
* Complete evaluation forms and report back to Project Coordinator
* Follow Richmond CVS policies and procedures, including health and safety, safeguarding, confidentiality and equal opportunities policies

**Ideal personal skills and qualities of volunteer mentors**

Below is a list of ideal personal skills and qualities that we are looking for in volunteer mentors. We do require previous trustee experience for this role, but you are most welcome to apply even if you do not meet the desirable criteria. You may also have other relevant skills and experiences not listed here, and we would very much want to hear about them too.

* 3+ years of experience as a charity trustee
* Experience of mentoring in some form (desirable)
* Understanding of the voluntary and community sector
* Knowledge of the borough of Richmond (desirable)
* Effective communication skills, with strong listening skills, a non-judgemental approach and an ability to motivate others
* A strong personal commitment to equity, diversity and inclusion
* An understanding and commitment to confidentiality and professional boundaries
* Enthusiasm for the aims of Trustee Forward

**Time commitment**

There is flexibility around time commitment. We hope that volunteer mentors will:

* Provide 6 mentorship sessions per mentee. The expectation would be for each session to last at least an hour. The format, frequency and timing of these sessions can be negotiated between the mentor and the mentee.
* Have additional time to prepare for each session and complete any evaluation forms – it is important that mentors take time to properly prepare for the mentorship sessions so that mentees can get the most out of the scheme, so please allow sufficient preparation time.
* Attend the initial training session for mentors and familiarise yourself with relevant policies and procedures. The training session will be approximately 2 hours and there will be different options in terms of days/times, including at least one evening option.

In addition to that, mentors may choose to mentor more than one mentee if they have availability, and/or take part in other events connected to Trustee Forward.

The volunteer role is expected to last between six to nine months, depending on whether you choose to mentor only one mentee or multiple mentees.

**Application process**

Please complete the volunteer mentor application form. Shortlisted applicants will then be invited for an interview. Reference checks will be conducted on all successful candidates.

The deadline to apply is by the end of the day on Monday 16 June. Applications will be reviewed on a rolling basis until all volunteer mentor vacancies have been filled, so early application is encouraged.

We welcome applications from trustees of all backgrounds. We particularly welcome applications from women, people of colour, people under the age of 30, disabled people, people who identify as LGBTQ+, or any trustees with lived experience of being from a background that is currently underrepresented on boards.

We are committed to equal opportunities, and we want our processes to be fair and inclusive for all applicants. Please get in contact if you require any reasonable adjustments as part of the application and interview process, and we will try our best to support you.

We would be grateful if you could also [complete our Diversity and Equal Opportunities Form](https://forms.office.com/e/rcQhgbqTMF). The responses from this form are anonymous and will not be connected in any way to your application. The information given is used solely for monitoring purposes.

If you have any questions about the role or the application process, or would like to arrange an informal discussion, please contact our Project Coordinator, Santiago Torchiaro, at [santiagot@richmondcvs.org.uk](mailto:santiagot@richmondcvs.org.uk)