

Job Title:	MENTOR	Job Category:	EDUCATION & TRAINING																														
Department/Group:	TRAINING & DEVELOPMENT DEPT	Job Code/Req#:	BWSE/MENT/JD002																														
Level/Salary Range:	Voluntary	Position Type:	PART TIME																														
Will Train Applicant(s):	YES	Posting Expires:	N/A																														
Applications Accepted By:																																	
E-MAIL: BOOKINGSWITHVP@GMAIL.COM Attention: BWSE CO-DIRECTORS		Responsible to: <ul style="list-style-type: none"> Mentorship Scheme Coordinator & Operations Manager (Mentorship Scheme) 																															
Job Description																																	
<p>JOB BRIEF</p> <p>The ideal candidate will be providing guidance, advice, feedback, and support to the mentee on our BWSE Mentorship Scheme for a set period of time during the mentee's tenure.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> Establishes explicit goals and objectives for the relationship Allows the mentee to take responsibility for their growth, development, and career planning Commits to fostering the relationship for the specified period of time Commits to meeting with mentee on a regular basis in accordance to the mentorship scheme guidance Follows the BWSE Mentorship scheme guidance on mentoring policies and protocols to maintain company high standards Situating your mentee(s) by informing them of our company procedural norms and initiatives Submit assessments/reports to the BWSE Mentorship Scheme for our external meetings Maintain their skills and knowledge by attending regular updates and training course held by BWS Enterprise CIC. <p>CRITERIA</p> <table border="1"> <thead> <tr> <th></th> <th>Essential</th> <th>Desirable</th> </tr> </thead> <tbody> <tr> <td>BWSE Mentor course Level 1 & 2 or equivalent</td> <td>E</td> <td></td> </tr> <tr> <td>IT level 3 qualification or above</td> <td>E</td> <td></td> </tr> <tr> <td>3 years' experience in ministry work</td> <td>E</td> <td></td> </tr> <tr> <td>Up to date DBS check</td> <td>E</td> <td></td> </tr> <tr> <td>Excellent Interpersonal skills</td> <td>E</td> <td></td> </tr> <tr> <td>Possess good judgment and a positive/motivational attitude</td> <td>E</td> <td></td> </tr> <tr> <td>Ability to work under pressure</td> <td>E</td> <td></td> </tr> <tr> <td>Ability to work as part of a team</td> <td>E</td> <td></td> </tr> <tr> <td>Good organizational & diary management skills</td> <td>E</td> <td></td> </tr> </tbody> </table>					Essential	Desirable	BWSE Mentor course Level 1 & 2 or equivalent	E		IT level 3 qualification or above	E		3 years' experience in ministry work	E		Up to date DBS check	E		Excellent Interpersonal skills	E		Possess good judgment and a positive/motivational attitude	E		Ability to work under pressure	E		Ability to work as part of a team	E		Good organizational & diary management skills	E	
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Good written communication skills		D
Ability to engage with the public and professionals at all levels	E	
Confident, professional and articulate with strong interpersonal and communication skills	E	
Enthusiastic, self-motivated and proactive mindset	E	
Ability to establish a relationship based on candor and respect	E	
Commitment to high quality outcomes and meeting the goals of the Mentorship Scheme	E	
Ability to be self-directed and work independently	E	
Ability to develop positive relationships internally and externally.		D
Be a good role model and a positive image for the Mentorship Scheme	E	

ADDITIONAL NOTES

NONE

VARIATION CLAUSE

This is a description of the job, as it is constituted at the date shown. It is the practice of BWSE to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate Manager in consultation with the post holder.

Reviewed By:	Adel Pinnock
Approved By:	Adel Pinnock
Last Updated By:	17/7/2022