

## Lead Mentor Job Description and Person Specification

**Job Title:** Lead Mentor (Offender Programme)

**Key Contacts:** Regional Manager  
Mosaic's Campaigns Manager  
Prison Contact

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### Purpose

A lead mentor is a champion for Mosaic's Prison Mentoring Programme. They are chosen for their passion and commitment to the programme as well as for their demonstrable organisation, conscientiousness and reliability.

### Lead Mentor Responsibilities

Lead mentors will have core responsibilities at various stages of a mentoring relationship. Preliminarily, a lead mentor will ensure that all new mentors are familiar with and comply with the process between training and first being matched with a mentor.

*Key responsibilities are summarised as:*

- Going through security clearance paperwork to ensure mentors have completed it correctly;
- Ensuring new mentors attend prison at the correct times for submitting security clearance forms, ensuring that the correct forms and ID is brought with them;
- Ensuring that new mentors attend security awareness sessions at their prison on the required dates

*After the preliminary tasks, lead mentors will:*

- Be a point of contact (at specified convenient times) for new mentors to talk about their experiences;
- Convene a six-weekly support group to bring mentors together to share experiences, issues and solutions
- Collate feedback and update Regional Managers about any issues of concern raised by support group
- Offer to meet mentees (with their mentor) on the gate on the day of release if the mentor is uncomfortable doing this alone

Depending on the region, Lead Mentors will be assigned to individual prisons or to clusters of prisons and will manage a relationship with that prison or cluster. They will help to co-ordinate the arrival of new mentors to an establishment, share with new mentors their experience and knowledge of working in a prison environment and generally be an additional point of contact for new mentors, ensuring that experiences are positive and mentors are ready for their new roles.

## **Secondary responsibilities**

Mosaic will support Mentors and Lead Mentors through all stages of the mentoring process. However, Lead Mentors may also wish to support the following activities:

**Training:** Lead Mentors may wish to contribute to the training delivered by Mosaic's Campaigns Manager. The training involves a panel discussion on the second day where trainees are given real life perspectives and accounts of what it means to work in a prison or be involved in a programme of this nature.

**First mentoring session:** The first mentoring session will usually be facilitated by either Mosaic's Campaigns Manager or by the coordinating chaplain at the prison. This session is a familiarisation session, the purpose of which is simply to make introductions and to provide a base from which future sessions will flourish.

The lead mentor may wish to call the new mentor on the evening of his/her first visit in order to see how the session went and to provide reassurance for future sessions.

**Future Sessions:** Following the first session, the Lead Mentor will play a similar role, i.e. being a support person for mentors. Lead mentors will choose a preferred means of communication (usually email) and make themselves available for queries from within their mentor cluster.

**Evaluation:** Mosaic's Campaigns Manager will explain fully the evaluation process to be undertaken. It will be the Lead Mentors role to encourage mentors within their cluster to complete any paperwork and return it to Mosaic in good time.

**Mentor Thank You Dinner:** Mosaic's Campaigns Manager will organise an end of year *Thank you* dinner (possibly) to acknowledge and reward the commitment of mentors throughout the year. Lead Mentors are expected to attend the dinner and encourage their cluster group to do the same.

*\*\*The concept of a Lead Mentor on the Prisons Programme is new and should be seen as an experiment as to whether it works and how. The responsibilities set out above are guidelines and may or may not prove representative of an actual Lead Mentors role. Mosaic will seek to trial the idea in one region before offering it to all Regional Managers – who will then take a view as whether it would benefit or hinder their work.*