

## Volunteer Role Description

**Volunteer title:** RISE Mentor

**Reporting to:** RISE Coordinator

**Location:** Dublin

**Time commitment:** 2 hour per week. Hours and days dependant on host group availability and will be agreed on appointment.

### 1. Organisational Information

#### Innovista Ireland

Innovista exists to equip young (Christian) leaders across Ireland to bring hope to their communities.

Innovista is a charity and has been working in Ireland since 2009. We have a team of 3 staff.

Our work and team life is shaped by the following values:

**Contextualisation** - leading mission in a way that understands and engages effectively with the local context.

**Inspiring Excellence** - we want to inspire and encourage others by the way we work.

**Stewardship for Impact** - we strive to use all our resources in ways that bring the most hope and change to others.

**Effective Teamwork** - working with others who share our mission is the way to make the biggest impact.

We are motivated by our Christian ethos to serve every grouping within society without distinction.

The RISE Mentor is expected to apply these core values to their work, develop them within the organisation and respect Innovista's Christian ethos and values.

### 2. Role Overview, purpose and scope

This is an unpaid voluntary role within a small team and friendly work environment. The RISE Mentor(s) play a crucial role in realising the mission of Innovista and increasing the impact of teenagers having sustained positive contribution to their local communities.

We support volunteers to develop knowledge, skills and opportunities that will be useful to them in their current and future roles. Regular support and debrief sessions will be provided.

### 3. Specific tasks and responsibilities

The RISE Mentor role while specific in its aim may look different for each person depending on their skills, experience and personality.

#### One to One Mentoring

- Meeting weekly with a teen to help them set and achieve a specific goal in relation to school and community engagement
- Filling in and recording weekly feedback and progress reports

- Preparing material for each session in advance (training and materials provided by Innovista)

## 4. Person Specification

### Person Specification:

Innovista see the role of a mentor as follows:

- Trusted friend – this is the most important element. The young person needs to feel comfortable in the friendship between them and their mentor
- Role Model – helping the young person through personal example
- Advocate – sticking-up for someone, representing their corner
- Guide – someone who points the way in a non-directive manner, coaching towards life goals

### Knowledge

- Knowledge and experience of coaching and/or mentoring tools e.g. GROW model / active listening (desirable)

### Experience (whether paid or voluntary)

- Experience of working with teenagers on a one to one basis

### Skills/attributes

- Caring
- Passionate about teenagers
- Ability to ask good questions
- Able to listen and communicate well
- Fun
- Flexible
- Trustworthy
- Ability to handle information in a confidential, sensitive manner with due care, respect and discretion.
- Ability to follow instructions and guidance and to work independently when appropriate.

### Process

We will contact you within a week of receiving your application form and signed volunteer agreement to acknowledge your application. If we decide to take it further we will contact your referees and invite you to come and meet us in person.

Appointment to this role is dependent on Garda Vetting and attendance at relevant training sessions.

### Further information

Should you require further information, please contact us at [hello@innovista.ie](mailto:hello@innovista.ie)