



## Mentoring Volunteer

Bramber Bakehouse is an award-winning charity, supporting women who have experienced abuse, exploitation or displacement with the confidence, knowledge and skills they need for a positive future.

We deliver a trauma-informed programme, using baking as a therapeutic tool, in a safe, nurturing, inclusive environment. This is complemented by wellbeing and life skills sessions to equip women with the tools they need to improve their mental health and wellbeing. Women learn alongside each other, build community, and grow in confidence.

As part of our Graduate Progression Pathway we offer a Befriending Service to support women to increase their social connections. And in 2025 we will build on our Progression Pathway, by launching a new Mentoring Service to support women to build their personal confidence and to feel better prepared to take the next steps in either in education, volunteering or employment.

The service will be supported by a small team of dedicated volunteers who are passionate about supporting female survivors to lead a healthy & meaningful life.

- Title:** Bramber Bakehouse Mentoring Volunteer
- Commitment:** Approximately 2 hours per week (includes mentoring calls & related admin)  
Up to 12 sessions per mentoring match  
We are requesting a volunteer commitment to the service for up to 12 months
- Location:** Home-based & best suited for volunteers living in Sussex  
Video/ telephone calls take place Monday - Thursday 9am to 5pm for up to 60 minutes
- Reporting to:** Progression Programmes Lead

## To apply for this role:

- Read the Role Description below
- Complete our short online mentoring volunteer form at [vacancies](#)
- Complete our optional [equal opportunities online monitoring form](#). The information on this form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

### **If you have any questions about the mentoring service, please contact**

Dionne Widgerey, Progression Programmes Lead

07946 334180

[mentoring@bramberbakehouse.co.uk](mailto:mentoring@bramberbakehouse.co.uk)

# Role Description

We are looking for female volunteers to provide 121 distance mentoring to matched graduates/mentees of Bramber Bakehouse.

Mentors will support and empower their mentee/s to build their personal confidence and to feel better prepared to take the next steps towards their education, volunteering or employment goals.

Our mentoring support aims to provide a safe space for mentees to explore their future goals in more detail, receiving individual support, encouragement and guidance from another woman who has experience and insights.

## **Key Responsibilities**

- To make regular contact with a matched mentee, building a relationship of trust and support
- Empower the mentee to make progress towards their goals
- To complete a mentoring contact sheet after each scheduled call
- To participate in built-in reviews and evaluation
- To participate in 121 and group support
- To uphold Bramber Bakehouse's vision, culture and values and abide by the policies and procedures


## **Person Specification**

### **Qualities, Skills & Experience Required**

#### **Essential**

- Must be female aged 18+
- Able to build relationships and work positively with team members and other women
- Organised and reliable
- Excellent communication skills
- Good standard of English at Entry Level 3 and above
- Good IT skills (for emails, completing online forms, basic online searching)
- A warm, friendly and encouraging attitude
- An understanding, empathetic and non-judgemental approach
- A clear sense of professional boundaries
- Experience and insights of accessing education, volunteering or employment. This should include (but is not limited to) experience in personal goal setting, navigating the UK job market, completing applications, & interviews
- Understand the importance of self-management and resilience skills
- Have a good support system in place for their own needs

#### **Desirable**

- Knowledge and experience of working with women survivors of trauma
  - Experience of working with ethnically and culturally diverse communities
  - Experience of coaching & mentoring relationships
  - Knowledge of local area and services
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## **Other Requirements**

- Has reliable access to a telephone, laptop/ device and internet
- Be willing to commit to the mentoring programme for 12 months
- Can provide details of a suitable reference
- DBS standard check (carried out by Bramber Bakehouse)

## **Training & Support**

- All volunteers are required to attend mandatory Volunteer Induction Training prior to commencing the mentoring role
- Ongoing volunteer support will be offered either in person, via telephone or online
- Volunteers will receive regular email updates and access to volunteer resources
- Reimbursement of out of pocket expenses such as phone calls and travel costs (where required and with proof of receipt)

## **Key Dates**

### **Application deadline:**

Midnight Tuesday 28th January 2025

### **Online interview:**

Either Tuesday 4th or Thursday 6th February 2025

### **Online training:**

10 - 11.30am on Thursdays 27th February, 6th March & 13th March 2025

Applicants are required to attend all 3 sessions

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**[bramberbakehouse.co.uk](http://bramberbakehouse.co.uk)**

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