**Mentor Role Description**

Function - To work as part of the Non-Medical Assistance Scheme. To provide mentoring to students who have been allocated a Mentor as part of their support with their study.

**Duties and Responsibilities to the Student**

- Assist and monitor the student’s transition into University life
- Support the student accessing the social environment at University
- Support the student in understanding demands placed upon him/her with respect to coursework, deadlines, processes and procedures
- Assist the student in making sense of ambiguous and confusing situations
- Support the student with problem solving, identifying and referring to other key services within and external to the University
- Help the student identify issues causing concern and propose ideas for self-monitoring and/or resolution
- Support the student in developing strategies that enable participation in student life
- Establish and maintain clear role boundaries
- Attend meetings as agreed with the student

**Duties and Responsibilities to the DRC**

- Complete relevant administrative tasks/documentation associated with Mentoring, particularly termly reports and regular feedback to the DRC
- Maintain and respect the DRC confidentiality policy at all times, and refer matters of concern when necessary via the CIMR procedure
- Attend and participate in at least one mentor 1-1 session per term
- Attend training sessions at the start and the end of the academic year
- Regularly review/self-evaluate the effectiveness of support provided
- Maintain the confidentiality of your colleagues and students when using Moodle and check in fortnightly to review announcements and respond to forum posts as appropriate.
Person Profile

**Education & qualifications**

Degree level education or equivalent

**Specialist knowledge & skills**

- Good understanding of disability and experience of working with disabled people, including people with mental health conditions, autism spectrum conditions, long term health conditions, dyspraxia and with AD(H)D
- Experience of working 1:1 with people
- Ability to motivate people
- Ability to work with a wide range of sensitive/confidential issues
- Ability to work with a wide range of people
- Ability to problem solve
- Excellent organisational skills, including use of online resources
- Confident working independently

**Desirable**

- Interest in Assistive Technology

**Interpersonal & communication skills**

- Excellent verbal and written communication skills
- Excellent listening skills
- Discretion and tact
- Able to work as part of a team and work under instruction
- Flexibility
- Awareness and implementation of personal boundaries

**Relevant experience**

Desirable

- Experience of working within Further or Higher Education
- Previous experience of mentoring adults