

Kent County Council

Job Description: Mentoring Support Adviser

Directorate:	Children, Young People and Education
Unit/Section:	Adoption Partnership South East, Regional Adoption Agency
Grade:	KR7
Responsible to:	Adoption Agency Coordinator

Purpose of the Job:

Assist the adoption service to support prospective adopters and adoptive parents. A key task will be to develop the adopter peer mentoring service. A peer mentor is traditionally a one-to-one non-judgemental relationship in which an individual (mentor) voluntarily gives time to support and encourage another (mentee). Peer mentors provide advice and guidance whilst acting as a positive role model for people who require their support. The post holder will be required to provide high quality support and training to mentors and be the main point of contact in respect of mentoring support for parents and those in the support network, including social workers. There will be a requirement to ensure adopters and prospective adopters are paired with a mentor who meets their specific need. It will be essential to reach out to parents to develop and facilitate good relationships and deliver regular training, supervision, and provision of support to mentors. There will be a requirement to maintain accurate records and provide regular reports on the service to management.

Main duties and responsibilities:

- Recruit volunteer adopter mentors who have the experience and desire to provide reassurance and help to others undergoing the adopter assessment process and support through their adoption journey.
- Recruit volunteer mentors who have the experience and desire to help other adoptive parents by listening to their concerns, from one parent to another, providing advice and guidance where possible.
- Respond to requests from social workers for a mentor in a timely manner and identify the most appropriate mentor to support adoptive parents, by identifying the need and reviewing which Mentor, would be best able to support that adopter
- Develop monitoring systems and maintain statistical information to ensure that the service reflects the needs of adopters.

- Ensure safe and realistic expectations and outcomes for mentors and mentees and oversee completion of mentoring agreement between participants
- Assist with development of a training programme for mentors, taking responsibility for inviting speakers and guests. This will ensure mentors have an opportunity to learn and develop, so they can keep up to date with changes that arise within the service or the wider professional network, to ensure they provide accurate information to adopters.
- Provide one to one telephone support for mentors on a regular basis and listen, empathise, build relationships, convey information with sensitivity, and act accordingly
- Provide appropriate supervision, support, advice, and assistance to mentors throughout the process of mentoring to ensure that a safe and consistent service is provided.
- Monitor volunteer's experience of mentoring, including their participation to ensure mentors feel supported and issues arising can be addressed quickly and if necessary shared within the adoption service.
- Retain accurate records of activity and referrals in line with GDPR, ensuring data and feedback is passed on to agreed parties.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post

Person Specification: Mentoring Support Advisor (Adoption)

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Educated level 3 qualification or equivalent
EXPERIENCE	Previous experience of working with children. Previous experience of recruiting volunteers Mentoring experience Experience of maintaining records in line with GDPR
SKILLS AND ABILITIES	Effective communication skills including verbal and written using a variety of tools with children, carers, and colleagues. Ability to prioritise and to work effectively on own initiative as well as within a team. Computer literate, excellent use of IT and software systems including ICS. Ability to work on own initiative, as part of a team and able to ask for support and guidance at appropriate times. Willingness to attend and contribute to training opportunities, supervision, and team meetings to continuously improve practice. Ability to travel to meet the requirements of the service in a timely manner. Commitment to equalities and the promotion of diversity in all aspects of working

KNOWLEDGE	<p>Knowledge of child development.</p> <p>Broad knowledge of processes, systems, law. and regulation that impact on children.</p> <p>A broad understanding of adoption, law.</p> <p>Knowledge of issues that impact on children including CSE, gangs and Prevent agenda.</p> <p>Awareness of GDPR and confidentiality issue</p>
BEHAVIOURS AND VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding, and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <ul style="list-style-type: none"> • Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile • Curious - constantly learning and evolving • Compassionate and Inclusive - compassionate, understanding, and respectful to all • Working Together - building and delivering for the best interests of Kent • Empowering - Our people take accountability for their decisions and actions • Externally Focused - Residents, families, and communities at the heart of decision making

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