



Mentor Administrator – Sickle Cell Children & Young Persons’ Peer Mentoring Programme – North-West and South Yorkshire

The Sickle Cell Society is seeking a Part-Time Mentor Administrator to join the team and support the delivery of the **Children and Young Persons’ Peer Mentoring Programme**. The programme aims to enhance the health and wellbeing of young people (aged 10-24) with Sickle Cell Disorder (SCD) across **North-West England (Liverpool, Manchester)** and **South Yorkshire (Sheffield)**.

Post:	Mentor Administrator – Sickle Cell Children and YPs’ Peer Mentoring Programme
Base:	Flexible home working within the intervention area
Accountable to:	North-West/South Yorkshire Programme Manager
Manages:	N/A
Hours:	Part-time (17.5 hours a week)
Salary:	£11,500 (pro rata)
Length of contract:	Fixed term, 12 months (post will be continued subject to the outcome of negotiations with funders).

Purpose of Role

The **Mentor Administrator** will work with the mentoring team, as well as in partnership with local NHS services and local patient/family support groups, providing various administrative support tasks to ensure the delivery and smooth running of the Children and Young Adults Peer Mentoring programme. The post will be managed by the North-West and South Yorkshire Programme Manager. The post holder will have regular meetings for input and guidance to complete tasks to specified timelines. This role would suit an experienced administrator.

About the Children and Young Persons’ Peer Mentoring Programme

The aim of the Children & Young Persons’ Peer Mentoring Programme is to improve the health and wellbeing of young people (aged 10-24) with SCD through training, emotional support from mentors and peer-support, improve young people’s understanding and management of the condition, improve young people’s ability to negotiate transition from paediatric to adult services, encourage young people’s involvement in volunteering to support others with the condition and engage more with their local community.



About the Sickle Cell Society

The **Sickle Cell Society** (SCS) is the only national charity in the UK that supports and represents people affected by a sickle cell disorder. We provide information, advice, and support to enable and empower individuals and families to improve their overall quality of life.

Approximately 15,000 people in the UK have sickle cell disorder. These inherited conditionals predominantly affect people of Black African and Black Caribbean heritage and to a lesser extent people of Mediterranean, Middle Eastern, South Asian, and Central/South American heritage.

We assist and enable people living with SCD to realise their full potential whilst successfully managing the challenges they face in living with this potentially life-limiting condition. We are a small, friendly, and close-knit team of 14 skilled and highly committed staff and approximately 30 active volunteers.

If you want to find out more about the work we do, including the **Give Blood, Spread Love Project**, **Screening Programme**, and **Helpline Services**, please visit our **website**.

This **job description** is intended to assist the post holder to understand his/her duties/main responsibilities. It may be amended from time to time, as the post develops.

Key responsibilities and duties

- To work with the Lead Mentor and Programme Manager in ensuring there is a smooth running of the service
- To report back to the Programme Manager on a regular basis and provide him/her with necessary information
- Provide administrative support to ensure the smooth running of the programme, confirming and sending information to participants via calls and email.
- Support with the completion of mentors DBS checks, witness and collate IDs, use an online system to process the check and keep records to monitor the status of checks through to completion.
- Update spreadsheets and databases to input key information provided by mentors and mentee applicants and any notes on relationships.
- Support with the chasing and tracking of all mandatory mentor and mentee paperwork and keep a record of communications, requests and paperwork received
- Type and format new documents and amend existing documents, where needed
- Organise a folder of resources and ideas into a coherent order
- Support with the collation of information and evaluation feedback gathered through questionnaires and surveys.
- Type up feedback and convert data into percentages and basic graphs to form draft reports
- Support the team to supervise online video conference and help manage the admin aspects of these, where needed.



Expectations

- Ensure regular liaison with the Lead Mentor, mentor team and Programme Manager.
- Maintain confidentiality of sensitive information.
- Uphold the highest standards of integrity and professionalism.
- To report any issues of concern relating to safeguarding and quality of care arising from the work of the post to the Programme Manager

General

- Attend mentor team meetings, collaborate with other mentor colleagues where appropriate and contribute to the development of mentoring programme at the society.
- Adhere to relevant policies including equal opportunities and safeguarding.
- Actively promote and support safety and wellbeing of mentees and mentors and always comply with the Sickle Cell Society's safeguarding policies.
- Undertake any other reasonable duties as requested by your line manager

Person specification

You are advised to read the following notes carefully. You must show in your application form how you meet the criteria listed below.

Essential skills and experience

- A minimum of 2 years' work experience, preferably in an administrative role – **E**
- Mentoring or supporting individuals in a formal or informal setting – **E**
- Experience of working on own initiative and with others – **E**
- Experience of effective partnership working with a wide range of groups, individuals, and organisations – **D**
- Knowledge of local services to signpost young people affected by where appropriate SCD – **D**
- Managing a budget – **D**
- Experience of managing projects – **E**

Competencies

- Shows empathy to people experiencing difficulty – **E**
- Good listening skills – **E**
- Non-judgemental about a person's circumstance or situation – **E**
- Understanding and application of confidentiality – **E**
- Excellent IT skills and competency in MS Office applications – **E**
- Possesses Excellent oral communication and writing skills with thoroughness, accuracy, and attention to detail – **E**
- Possesses excellent time management skills and experience of prioritising effectively – **E**
- Ability to collect and analyse data – **E**



Attributes

- Shows confidence in dealing with people and situations – **E**
- Excellent interpersonal skills – **E**
- Demonstrates a willingness to learn – **E**
- Is enthusiastic about the sickle cell cause – **E**
- Willing to work at weekends or evenings if necessary – **E**

**** Please note** this role is required to have an enhanced **Disclosure and Barring Service (DBS) check**. The successful candidate will be required to comply with the Sickle Cell Society's safeguarding policies and any appointment will be subject to satisfactory references as well as DBS.

To Apply

Please complete the **Application Form** and send it to NWmentors@sicklecellsociety.org before the closing date. Please note all applicants must reside in the UK. If you have any questions, please do not hesitate to contact us.

Closing date for applications: **Friday 13th September at 12:00pm***

Interview date via Zoom or Microsoft Teams: **w/c 23rd September**

****Please note that we reserve the right to close the application period earlier than the stated deadline if we receive a sufficient number of suitable applications.***