

**Join the Team**



**New Role: WAY Mentors Project Lead**



## WAY Mentors Project Lead – Job Description

<b>Organisation:</b>	WAY UK
<b>Project:</b>	WAY Mentors
<b>Job Title:</b>	WAY Mentors Project Lead
<b>Reports to:</b>	CEO
<b>Contract:</b>	Fixed 12-month contract (with view to extend)
<b>Hours:</b>	Full Time or Part Time (with occasional evening work)
<b>Salary FTE:</b>	£28,000 - £30,000
<b>Location:</b>	Swindon (Hybrid)

### WAY UK:

We are a young person-led charity based in Swindon, dedicated to creating lasting change in the lives of children and young people who face disadvantage.

### Position Overview:

The WAY Mentors Project Lead plays a pivotal role in the day-to-day operations, development, and growth of our long-term, 1-to-1 mentoring programme. The Project Lead works directly within the community to support young people aged 10–25, understanding their unique needs and aspirations. Key responsibilities include recruiting, training, and matching local volunteer mentors with mentees, while providing ongoing oversight of the process. Additionally, the Project Lead manages project monitoring and evaluation, collaborating closely with the CEO on strategy and partnership development. We are seeking a dedicated individual with a genuine passion for making a positive impact on the lives of young people and the wider community.

### Key Responsibilities:

#### **Supporting Young People within the Community:**

- Meet and support young people aged 10-25 within the community at locations across Swindon and the wider area.
- Build meaningful relationships with mentees, supporting young people in the matching process to their mentors and throughout the mentoring process.
- Facilitate group sessions and activities to create an environment for mentees and mentors to build positive relationships with each other.
- Support young people to access additional services and opportunities in their community.
- Develop and deliver sessions around mentoring needs, such as 'Access to Work' programmes.

#### **Volunteer Management:**

- Recruit, onboard, and provide ongoing support and training for volunteers involved in the mentoring project.
- Coordinate volunteer group sessions, match meetings and training.
- Lead the delivery of Volunteer Mentor Training and Safeguarding Training for project volunteers.



### **Team Collaboration:**

- Work collaboratively with the wider team members, including fellow volunteers, and project support staff, to ensure the smooth operation of the mentoring project.
- Participate in team meetings, training sessions, and collaborative planning efforts to exchange ideas and coordinate activities effectively.

### **Partnership Development:**

- Identify and cultivate partnerships with local organisations, schools, businesses, community groups and youth practitioners to expand the reach and impact of the mentoring project.
- Collaborate with partners to join up resources, expertise, and networks to support the WAY Mentors project and the needs/skills of young people.

### **Monitoring and Evaluation:**

- Diligently collate and store data and complete evaluation tools to assess the ongoing impact of the project.
- Contribute to regular 'project review meetings' to analyse data and assess the impact of the project on mentees' personal growth, well-being, and project outcomes.
- Use evaluation findings to identify areas for project improvements and enhance the overall quality of mentoring.

### **Support with Strategy:**

- Assist the CEO in developing and implementing strategic plans to advance the goals and objectives of the WAY Mentors project.
- Contribute insights and recommendations based on your experience and knowledge of mentoring young people and best practices.

### **Requirements:**

- Previous experience in supporting young people through mentoring, coaching or youth work in a voluntary or professional capacity.
- Strong interpersonal and communication skills, with the ability to build relationships and collaborate effectively with diverse stakeholders.
- Excellent organisational skills, with the ability to prioritise tasks, manage time efficiently, and work under pressure.
- Demonstrated leadership abilities and a passion for making a positive impact in the community.
- Proficiency in Microsoft Office Suite and administrative software.
- Completion of a DBS check (this will be carried out through WAY).

### **To apply:**

This position offers an exciting opportunity to join a dynamic mentoring project aimed at empowering young people and creating a way for lasting change within the community. If you are dedicated, enthusiastic, and believe in the potential of young people, we invite you to apply for this exciting role.

Please send your CV and a covering letter to [hello@wayuk.org](mailto:hello@wayuk.org)

# How to Apply



If you are passionate about enabling lasting change in the lives of young people, we invite you to apply.

Send a cover letter and your CV to [hello@wayuk.org](mailto:hello@wayuk.org)

We will be shortlisting and interviewing on an ongoing basis. Therefore we will be closing the recruitment process once we have identified a suitable candidate.



[www.wayuk.org](http://www.wayuk.org)