

Friends on the Out (FotO) Volunteer Mentoring scheme is an initiative of Prodigal Son Ministries
Patrons: Jonathan Aitken & The Right Revd Mike Hill Bishop of Bristol
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Volunteer Mentor Information Pack

Thank you for your interest in being a Volunteer Mentor with Friends on the Out!

We invite you to read through the enclosed information at your leisure. Our hope is that this application pack will explain a little more about the award-winning Friends on the Out (FotO) scheme and how you can get involved in helping young men in need.

You can find out more about FotO and the work of Prodigal Son Ministries on our website at www.friendsontheout.org.uk

You are also warmly invited to complete an application to be a Friend on the Out Mentor!

Once we have received your application we will let you know if you have been successful and invite you to an informal interview at Ashfield. Comprehensive training will follow after a successful interview, normally held over five weekend days in the spring and again in the autumn.

If you know of anyone else that may be interested in becoming a FotO Mentor please let us know. We must emphasise, as mentioned in the person specification, that we require a minimum time commitment for Mentors of 12 months.

We look forward to receiving your completed application!

If you have any questions or would like more information please contact us at any time.

Best regards

The FotO Team

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Key Information

Mentor applications are being accepted now!

Mentor training is normally held twice annually in the spring and the autumn. The training course runs each time over 4 Saturdays & 1 Sunday. Please contact us for exact dates.

Please note that attendance to at least 4 of the 5 training days is required

About Friends on the Out

Friends on the Out (FotO) is an award-winning Volunteer Mentoring programme established and operated by Prodigal Son Ministries, a charitable trust based at the Chaplaincy at HMP & YOI Ashfield. The project has grown out of a heart to see young people supported not only in their faith but also practically as they return to society.

The scheme supports 15-18 year old male young offenders nearing the end of their custodial sentence who have made commitments to seeing a change in their lifestyles whilst in prison. The FotO Volunteer Mentor is there to support them through the difficult transition back into society. The Mentor visits the Mentee inside Ashfield to help plan for his release, and then continues to visit the Mentee in his local community, post-release.

We aim to reduce re-offending and in order to achieve this, the Mentor will assist him to look for jobs, housing, college placements etc. In addition, they offer emotional support, advice and guidance as well as encouraging them in their relationship with God. Mentees will be released to a large area of the South and West of England. The best match is not necessarily between a Mentor and Mentee living in the same town, therefore Mentors may need to be able to travel to visit the Mentee post-release.

FotO is committed to the highest possible standards of safe and effective Mentoring for both our Mentors and Mentees. Our policies and practice are independently assessed and accredited by the Mentoring and Befriending Foundation and FotO has earned their coveted 'Approved Provider Standard' for excellent quality in one-to-one Volunteer Mentoring.

After successful completion of the training and a Criminal Records Bureau (CRB) background check, Mentors will then be linked to Mentees. However, it could be several weeks after training that a suitable match of Mentee to Mentor is found. Each Mentor may have more than one Mentee.

Like the Mentors, all prisoners who will take part in the FotO programme are Volunteers. Before being linked, they work closely with the FotO staff team at Ashfield who will prepare them for the Mentoring relationship.

Mentors will be linked to a Mentee who has approximately 3-6 months of their sentence left to serve in custody and we expect the relationship to continue for approximately 6-9 months following the Mentee's transition back into the community. These dates can vary, e.g., due to prisoners being refused parole or accepted for "tagging" (home detention curfew) and early release. We expect at least a one-year commitment from our Mentors from the date they are matched to their Mentee. The project will however, support the Mentor and Mentee for longer than this if necessary.

Mentoring visits take place every week whilst the Mentee is inside the prison, between 9.00am and 12noon, preferably on weekdays but occasionally weekends may be possible. No visits take place in the evenings. Visits last for approximately 1 hour. When the Mentee is released from prison, visits usually take place near his local area, at times and dates that are convenient to both Mentor and Mentee.

Travel expenses are provided for visits to prisoners in Ashfield and in the community, to a maximum of £25 per visit.

Mentor Training Programme

The FotO Mentor training aims to produce a team of Volunteer Mentors who understand the concept of Mentoring and who are able to engage in one-to-one Mentoring relationships with young men in custody. Mentors are required to assist their Mentees in recognising their strengths and to develop further their individual identity, skills, knowledge, abilities and talents in order to make an effective transition from custody back into the community.

In order to prepare Mentors, we run a high-quality, comprehensive training course which has been developed specifically to help Volunteers become an effective Mentor. The course consists of five full training days held on four Saturdays and one Sunday during the spring and again in the autumn. Mentors must complete this training course, which forms part of the selection process, before being linked to a Mentee.

The Mentor training course is a lot of fun and primarily participatory. It involves the trainee Mentors in lots of discussion and group exercises, with some role plays. The style of delivery is facilitative rather than formal. Throughout the training, Mentors are required to give feedback to each other in the form of peer and self-assessments. We find that participants get a lot out of the training itself, as well as gaining new friendships with other Mentors.

Next Steps

Please complete the FotO Mentor application and return it to us at the address above.

Please have a look at our website www.friendsontheout.org.uk for latest news and to find out more about the scheme and the work of the operating charity Prodigal Son Ministries.

Please contact us at any time if you have further questions.

Volunteer Mentor Person Specification

Background

Volunteers come from all walks of life and no specific qualifications are required. We aim to recruit people with potential as well as those with relevant experience and qualifications. Volunteers must be 25 years of age or older.

It is essential that volunteers:

- Have the time, enthusiasm and show willingness to fulfil their Volunteer commitment, aiming for 1 hour per week on average and a minimum of 1 hour a fortnight
- Can relate to young people
- Show commitment to young men in prison
- Have the ability to accept others as they are
- Are open to learning and show commitment to self-development
- Have the ability to be and strive to be non-judgmental
- Are able to provide two satisfactory references and comply with the a Criminal Records Bureau (CRB) background check requirements
- Can commit to at least 12 months of Volunteer Mentoring
- Attend at least 4 out of 5 of the training days
- Be in sympathy with the aims of the scheme and the Christian ethos of the operating charity Prodigal Son Ministries

Volunteer Mentor Duties

Purpose

To provide support and assistance to young men (Mentees) during their transition from prison into the community, specifically to promote their educational/vocational, personal, social and spiritual development.

Volunteer Mentor Duties

- Meeting regularly with your Mentee and actively develop a supportive relationship with them
- Informing your Mentee of the boundaries of the Mentoring relationship
- Assisting your Mentee in gaining the most from the Mentoring relationship
- Assisting your Mentee to celebrate their achievements
- Providing basic information, advice and guidance about relevant issues (e.g. education, training and employment, relationships and personal issues) and to enable your Mentee to access appropriate professional support provided by other agencies
- Ensuring your Mentee knows about additional support services available to them and how to best utilise them
- Providing your Mentee with basic practical support
- Making the necessary practical arrangements needed to meet the needs of your Mentee
- Identifying and communicating your support needs and making effective use of the Mentor support mechanisms provided
- Attending and participating fully in Mentoring supervision and training sessions
- Completing all paperwork relevant to the Mentoring programme
- Following relevant policies and procedures as laid down by the programme in the delivery of your role

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Volunteer Mentor Application

Please write clearly and answer all sections of the application
 The information you provide us with will be treated in confidence

Section A: Personal Details	
Surname	
Forenames	
Title	
Male/Female	
Surname at Birth	
Date of Birth	
Place of Birth	
Ethnic Origin	

Section B: Contact Details	
Home Address	
Daytime Telephone No	
Evening Telephone No	
Mobile No	
Best time to call	
Email Address	



Section C: Referral

How did you find out about FotO?
(eg friend, FotO Volunteer Mentor, church, website, FotO staff member)

Section D: Work Details

Employment Status <i>(circle as appropriate)</i>	full-time / part-time / self-employed / retired / student / other <i>(if other, please give details)</i>
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Name & Address of Current Employer	
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Specific area of work / Job description

Areas of work / Interests you would be happy to advise on

Qualifications

Are you currently studying or undergoing training? *(If yes, please give details)*

Section E: Working with Young People

Have you ever done voluntary work before? YES / NO *(Please give details)*

Do you have any experience (paid or voluntary) working with young people? *(Please give details)*

Do you have any experience dealing with drugs, alcohol, prison, offending behaviour, homelessness, careers advice, counselling, etc? *(please give details)*

Why do you want to be a Volunteer Mentor?

Visits last approximately 1 hour and take place weekly, while you are visiting your Mentee inside the prison. Ideal times are between 9am & 4pm Monday-Friday.
Please state when you will be able to visit.

Are there any issues you would prefer not to work with? Please include any offences or personal issues you would have difficulty dealing with.
Interests / hobbies / sports
Any other information you feel is relevant.

Section F: Your Faith Story
Friends on the Out is a Mentoring programme operated by a Christian charity Prodigal Son Ministries. Please give details of your faith story and how you feel it may be relevant to the role of a Volunteer Mentor.

Section G: Rehabilitation of Offenders Act (Exceptions Order 1975)

The post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1994. It is a condition of volunteering that all convictions (served, pending, spent and unspent) and cautions are disclosed. Applicants with any convictions, cautions or pending court cases must provide details below (and on a separate sheet if necessary). If this is not applicable to you, please write **"I have no convictions, cautions or pending court cases"**. Any information given will be considered only in relation to the application for positions to which the order applies. *Failure to disclose such information could result in subsequent dismissal from the Friends on the Out Mentoring programme.* A criminal record will not necessarily prevent entry onto the programme.

(DO NOT LEAVE BLANK)

Section H: References

Please give the names and contact addresses of three referees (not family members) who can comment on your skills and abilities for this position. Please ensure that one of the referees is your church leader/minister. If you are or have been employed, please ensure that one of them is your current or past employer.

References:

Name:	Name:
Address:	Address:
Email Address:	Email Address:
Daytime Telephone:	Daytime Telephone:
Relationship to you:	Relationship to you:

Church Leader / Minister:

Name:	Name:
Position:	Position:
Address:	Address:
Email Address:	Email Address:
Daytime Telephone:	Daytime Telephone:

Section I: Declaration

I declare that, to the best of my knowledge, the information I have provided in this application form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my voluntary position may be terminated without notice. I agree to maintain the confidentiality of my Mentee by not disclosing any information gained about him or any other prisoner during the course of our Mentoring relationship, without prior consent of Prodigal Son Ministries. Prodigal Son Ministries is a registered charity, number 1095671.

Signed: _____ Date: _____

PLEASE COMPLETE IN FULL, SIGN AND RETURN TO FotO AT THE EARLIEST OPPORTUNITY