

SHINE Mentoring

Trustee role description



SHINE Mentoring is a volunteer-led Southwark charity who recruits, trains and supports university students to act as a mentor to local children aged 9-11 years. It is the only project of its kind in Southwark, specifically supporting an age group who are preparing to move on to face the demands of secondary education. Mentors provide friendship, academic support in the classroom, help to build confidence and aspirations, act as positive role models and encourage further and higher education.

SHINE has been providing mentor support through its programmes since 2004 and has actively supported over 1,800 volunteer mentors. The charity has been recognised through a Southwark Community Contribution Award and has been awarded the Approved Provider Standard for Mentoring and Befriending.

SHINE is looking for a new enthusiastic, dynamic trustee who shares our visions for supporting local children in education through a community programme and supporting the development of our university student volunteers. Experience of working with schools and supporting the education of children, supporting training of young adults or university students or of community volunteering programmes would be desirable. Leadership experience essential.

Responsibilities (in conjunction with other Trustees)

Planning

- To develop the organisation's strategic plan
- To develop monitoring and evaluation activities to support the organisation in reporting its achievements
- To ensure appropriate goals are set for the resources available to the organisation
- To prepare the Trustee's Annual Report and to meet reporting requirements to the Charity Commission and other statutory organisations
- To review the organisation's budget and financial situation
- To ensure the organisation has appropriate procedures to comply with current legislation and good practice, including volunteer recruitment and health and safety
- To help promote the organisation to a wider audience of potential funders and beneficiaries

Operations

- Review the results achieved by the work of the charity in relation to its aims and objectives, annual and long-term goals
- Approve major actions of the organisation, such as expenditure
- To train and support the student volunteer committee who run the day-to-day operations of the mentoring programmes

Anticipated time commitment

- Trustee meetings (2-3 monthly based on availability, either face-to-face or remotely)
- Volunteer committee training (one full day annually)
- General charity administration (approximately 0.5-1 day per month)
- Occasional additional capacity to respond to queries of the volunteer committee and schools by email and WhatsApp
- Further optional opportunities to undertake further trustee training and attend other events held by the charity

For further information, please contact Dr. Sonia Akrimi (Trustee) sonia@shinementoring.org.uk

www.shinementoring.org.uk