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Spectra

JOB DESCRIPTION – PEER MENTOR (TRANS/NON-BINARY/GENDER FLUID)

### Post details

Job Title: Trans\* Peer Mentor Grade: SO1. 0 Hrs (sessional pay) £13.53 per hour

Line Manager: Trans Programme Manager

### Main purpose of the job

1. Provide 1 to 1 peer mentoring support for people from across the transgender spectrum and to work with and guide people through their individual goals and issues. These may include relationships, transitioning, family, work, access to healthcare, dysphoria, self-harm, navigating education/work challenges etc
2. Being an 'expert by experience' and as such use your experience to guide and advise others to clarify and navigate their choices and to encourage and support them in those choices.
3. To signpost to other specialist services where necessary.

##### Supervisory responsibility

None

### Main responsibilities and tasks

**Trans Peer Mentor duties:**

* Attend compulsory peer training and induction sessions (internal and external) and maintain ongoing training and development identified by Spectra.
* Deliver the structured trans mentoring programme core sessions as directed by the Programme Manager, ensuring you debrief with the Programme Manager after each session.
* Attend meetings with other mentors and relevant Spectra staff to ensure the smooth running of sessions and consistency of mentoring programme delivery. This may involve attending a group mentoring meeting once per quarter.
* Run agreed number of mentoring sessions (this includes the Meet Your Mentor introduction)
* Maintain contact with your mentee via the method agreed with them e.g. email, phone, text or social media.
* Be clear on and maintain professional boundaries (for example, that you won’t respond to messages outside certain hours).
* Plan sessions to keep mentees engaged and to address their needs within the appropriate scope of your role and within your comfort zone.
* Signpost your mentees to appropriate support services.
* Attend meetings scheduled by your line manager and respond promptly to their messages.
* Inform the Programme Manager immediately if a mentee does not attend a session or wishes to leave the programme.
* If you have concerns about a mentee’s wellbeing, alert the Programme Manager immediately in the first instance. The Programme Manager will support the mentee.
* Follow Spectra’s Code of Conduct at all times. This covers confidentiality, boundaries, behaviours, data protection, safeguarding, complaints etc.

##### SPECTRA standards

***Equal Opportunities***

Spectra has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

***Health and Safety***

Spectra is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

***Confidentiality and Data Protection***

Spectra is committed to maintaining protection of data and privacy of staff and clients. It expects all staff to handle individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain accesses to information they are not authorised to have.

***Systems***

To use Spectra computers and other technology as directed to ensure their full and proper use and to undertake any necessary training.

##### Signatures – job holder

Signed*…………………………………………………………………………*

Dated………………………………………

The duties of this post will change over time and will be reviewed and amended as necessary.

MENTOR SPECIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Criteria/Competences | To be Tested at: **(pls tick)** | | |
| Form | Test | Interview |

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| --- | --- | --- | --- | --- |
|  | Experience, skills and knowledge |  |  |  |
| 1.  2.  3.  4.  5.  6.  7.  8.  9.  10. | Identifies as trans, non-binary or gender fluid and is open and willing to share personal experience with their mentee  Empathetic, with good interpersonal communication skills  Good understanding of the wide range of issues faced by transgender and non binary people.  Non-judgmental  Able to commit to the duties of the programme    Punctual, reliable and organised  Mature and responsible    Willing to debrief after each session to the Programme Manager, responding well to constructive feedback with a self-awareness of your impact on the mentee and vice versa.  Willingness to share experiences with others  Respectful of personal boundaries | ✓ |  |  |

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| Other Factors   1. Commitment to working outside of normal office hours and in particular to working evenings and weekends on a regular basis with broad availability 2. This post is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 3. Ability to work in languages other than English common to the diverse communities in London (desirable) |