



Paid work with young people – Online Mentoring

By becoming a **HEON Ementor**, you can support a young person and help them make confident and informed decisions about their future

The Higher Education Outreach Network is running a project in partnership with mentoring charity Brightside, which aims to address the barriers faced by young people in Surrey that prevent them from achieving their potential. **We are looking for students who are interested in broadening the horizons of young people in these regions.**

DEADLINE EXTENDED - apply online by 5pm on Friday 3rd June

WHAT IS THE HIGHER EDUCATION OUTREACH NETWORK (HEON)?

HEON is a partnership of four universities working together to raise the aspirations of young people in Surrey. Our universities are Royal Holloway, University of London; University for the Creative Arts; University Centre Farnborough, and the University of Surrey. HEON works with university staff and students to deliver outreach work with schools and colleges.

HOW DOES ONLINE MENTORING WORK?

This project will run from **October to December 2016**. You will be matched with up to 5 students in years 9, 10 or 11. These students will be from different backgrounds, with different interests and skills, and they will have varied knowledge about higher education, careers and their options for the future.

You will communicate with your Mentees through a safe and secure online mentoring platform where you can exchange messages, share resources and information, and complete activities. You will use your personal experience, knowledge and skills to help them explore their education and career options, build their confidence and raise their aspirations and motivation. You will be given a mentoring schedule to support your conversations and help keep your Mentees engaged and on-track.

WHAT'S IN IT FOR ME?

As a HEON Online Mentor you will:

- ✓ Gain paid experience working with young people
- ✓ Develop important skills for your CV (communication; leadership)
- ✓ Use your experiences to inspire young people to consider going to university

WHAT'S IN IT FOR MY MENTEE?

- ✓ Increased knowledge of their education and career options
- ✓ Advice and guidance about their current studies and subject choices
- ✓ Increased motivation and confidence, skills development and raised aspirations
- ✓ An insight into university life from someone who has first hand experience.

WHAT TRAINING AND SUPPORT WILL BE PROVIDED?

You will be required to **attend a paid training session** (roughly 1 hour) on your campus which will cover your role as a Mentor, tips for a successful online mentoring relationship, child protection, expectations and guidance on how to use the online platform.

The date for your Mentor Training session is yet to be confirmed, but should be in early June.

HEON will collect information on your availability for training as part of the application process, and will stay in touch with Mentors to ensure that everyone participating can attend a training session.



The project has a designated coordinator who will be available throughout to address any concerns or technical issues mentors may have. In addition to this, all Mentors will be DBS checked (former CRB check), and the site is password protected with automatic filters to ensure security. Brightside will also conduct online spot checks on messages sent.

WHAT IS THE COMMITMENT?

- Sign up to mentor up to 5 mentees online over the 10-week project: **Monday 10th October to Friday 16th December 2016**
- Spend a minimum of 1 hour each week on the mentoring site, and message all your Mentees at least once a week
- Complete evaluation questionnaires during the project
- Attend 1 paid training session on your campus in June, date TBC (roughly 1 hour)
- Before you start mentoring, visit the Unitemps office at the University of Surrey (Guildford) to register with payroll, present your identity documents, and complete a DBS check. This should be **done no later than Friday 29th July**. **Note- HEON will fund your travel costs for this and supply full details to successful candidates.**

PAYMENT

Over the autumn term, Mentors will receive:

- Flat rate of £10 per week of online mentoring completed, based on 1 hour of work per week (£100 for completing 10 weeks)
- Pay for the essential training session at the rate of £8.15 per hour
- Any travel expenses for visiting the Unitemps office (will be paid up front for you, by HEON)
- Potential bonus pay may be available for any Mentors who spend a significantly larger amount of time than the expected 1 hour per week communicating with any highly engaged Mentees. Details TBC

Pay will be claimed in several instalments, and received in November and December. Mentors will be classed as temporary employees of the University of Surrey and will therefore be subject to deductions for tax and national insurance.

PERSON SPECIFICATION

We are looking for Mentors with:

- Enthusiasm, patience and persistence
- Commitment to spend 1 hour per week communicating with Mentees this autumn
- The desire to help young people reach their potential

APPLY ONLINE: bit.ly/HEONMentoring16

Complete our **short online application form** before the **deadline - Friday 3rd June**. You will hear back from us shortly after the deadline to confirm whether your application has been successful. If you have any queries about the role, please contact staff at The Higher Education Outreach Network:

Nancy Bentley: 01483 68 3893; n.bentley@surrey.ac.uk

Steph Kirkham: 01483 68 4185; s.kirkham@surrey.ac.uk

We look forward to receiving your application to become a HEON Online Mentor!