

Volunteer role description

Role title	Volunteer Business Mentor
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Key aims of the role	<p>As a volunteer you will provide valuable help by sharing your skills, professional experience and time with our clients who are interested in self-employment. This support could be at any stage of the process of thinking about, planning, starting up or running their business. You may also help clients who are looking to sub-contract.</p> <p>The kind of support you give clients will vary, but may involve helping to:</p> <ul style="list-style-type: none"> • Engage with clients one-to-one or in groups and help to set-out a programme of activity or business plan according to the clients' needs. • Encourage clients to discuss their business ideas and concerns. • Set realistic and practical goals. • Offer the support and confidence clients need to develop their business. • Refer clients to sources of information relating to self-employment. • Review mistakes and help clients to see these as learning opportunities. • Help clients to evaluate the success of their business and complete forward planning to maintain this. • Provide on-going work support and mentorship to clients once they have started their new business. <p>You will work with clients on an on-going basis until they feel confident enough to proceed on their own. The majority of our clients who successfully start up on their own go into a profession (tutor, consultant) or trade (gardening, painter/decorator). However we have also had more unusual options such as actors, pastors and singers, so there is likely to be variety!</p> <p>In return for your time, you will have the opportunity to meet a wide range of people and share your skills with others.</p>
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Nature of the Shaw Trust project	<p>Shaw Trust is a national charity working to create brighter futures for the people and communities we serve.</p> <p>Shaw Trust provides employment opportunities, skills development training, and health and wellbeing services across the UK. We operate charitable social enterprises and retail shops,</p>
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	<p>and work alongside Shaw Education Trust, which runs a diverse chain of academy schools.</p> <p>We add value to every service we deliver by investing back into community projects, such as our social enterprises, Community Hubs and national volunteering scheme.</p> <p>We have volunteering opportunities across England, Wales and Scotland for people who can share their practical skills with our jobseekers during their job search, or for coaches who can volunteer their time to help our job-seekers overcome barriers to finding work. We also have other volunteering opportunities within our charity shops and social enterprise projects.</p> <p>If you have any questions or would like to find out more, please email volunteers@shaw-trust.org.uk or call us on 0300 247 2222.</p> <p>You will find more information about us on our website: http://www.shaw-trust.org.uk/</p>
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Main duties	<p>As a Volunteer Business Mentor, you can help clients who are interested in self-employment by assisting with the planning and development of their business ideas or offer on-going support to clients as they launch their new business. You may also help clients who are looking to sub-contract.</p>
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Essential skills & experience	<p>We are looking for people who have:</p> <ul style="list-style-type: none"> • A solid understanding of how a business works. • Experience of at least one of the following within a small or large business setting; Communications, Funding and Accounts, Market Research, Customer Service, Marketing, HR, IT, Law, Sales. • Excellent interpersonal skills and communication skills. • Patience and excellent listening skills. • A willingness to help vulnerable adults on a one-to-one basis. • Good literacy and numeracy skills. • Solid basic IT skills, including email, internet and word processing and formatting Word documents. • A professional manner and the confidence to work independently. • A desire to work collaboratively with Shaw Trust staff to support clients towards self-employment. • An ability and willingness to offer ongoing mentoring support to clients.
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Desirable skills	<ul style="list-style-type: none"> Experience working with or supporting people who face disadvantage such as health issues, disability and a lack of employability skills.
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Location of the project	Multiple locations including remote support over the telephone and/or email
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Person the volunteer reports to	Volunteering Development Specialist and/or local Shaw Trust business manager
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When can people do this role? (Please type in the times e.g. 9am to 12 noon for AM)		
Day	AM	PM
Monday	9am to 12 noon	12 noon to 5pm
Tuesday	9am to 12 noon	12 noon to 5pm
Wednesday	9am to 12 noon	12 noon to 5pm
Thursday	9am to 12 noon	12 noon to 5pm
Friday	9am to 12 noon	12 noon to 5pm
Saturday	N/A	N/A
Sunday	N/A	N/A

Minimum number of hours required	Four hours per month
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Risk assessments relevant to role	Volunteer - Volunteers Working with Clients Volunteer - Lone Working
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Additional/internal training requirement	None
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