



## Arts Mentor

### Role Description & Person Specification

*Responsible to the Arts Programme Coordinator, Arts Mentors support one or more mentees who have been involved in the criminal justice system and who have an interest in the arts.*

#### **The Overall Aim of the Project**

To deliver arts input shaped to the needs of individual offenders that empowers them to continue with their arts based activities.

#### **The Role:**

- To establish and maintain a positive and supportive mentoring relationship with someone who has been involved in the criminal justice system ('mentee').
- To provide one-to-one support to the mentee, through an agreed number of mentoring sessions over a maximum period of 12 months.
- To plan each mentoring session carefully and imaginatively.
- To listen carefully to the mentee's wishes and needs, to enable you to support them in making realistic goals for the mentoring.
- To advise, support and motivate the mentee in developing the skills and attitudes that will assist them in achieving and sustaining their arts activity.
- To assist the mentee in accessing new arts activities and existing community resources.
- To accompany the mentee to events or venues relevant to their arts field i.e. galleries, theatres etc.
- To encourage and support the mentee in pursuing their education, training and/or employment when appropriate
- To give feedback to the mentee on his or her artistic achievements
- To work in co-operation with other support services such as the Northern Ireland Prison Service, Probation Board for NI, health, housing, NIACRO and other voluntary sector resettlement agencies
- To prepare for a positive end to the mentoring relationship by helping the mentee make realistic future plans.
- To help in the promotion and dissemination of the project.

#### **To be an Arts Mentor an individual must have:**

- Experience of arts practice as either a professional or a committed amateur.
- A thorough knowledge of current practice, resources and available opportunities in at least one field of the arts.
- An ability to identify and access arts amenities in the mentee's local community.
- An ability to give constructive feedback to mentees about their artwork.
- An ability to plan imaginative and engaging activities which will encourage the mentee's involvement in the arts.

- Excellent interpersonal skills that balance warmth and clarity, as well as good listening and communication skills.
- An ability to keep accurate records and to strictly follow guidelines and procedures.
- Excellent time-keeping and ability to make travel arrangements.
- A strong commitment to the aims of the mentoring project and to the principles of equality and inclusion as laid out in the Prison Arts Foundation's equal opportunities policy.

**To be an Arts Mentor, an individual is required:**

- To undertake 3 days of specific training relevant to become a PAF Mentor
- To participate in regular individual and peer support sessions, and any additional mentoring training events.
- To keep the mentoring staff informed of any relevant issues affecting the mentee's well-being.
- To keep records of meetings with the mentee, as required by the scheme.
- To work in an anti-discriminatory manner, and to promote Equal Opportunities.
- To be aware of, and to work within, the project's 'Good Practice' guidelines.
- To adhere to the project's policies regarding confidentiality, personal safety and boundaries.
- To participate in the evaluation of the project e.g. by being interviewed and by completing questionnaires and to encourage your mentee/s to do the same.
- To keep a separate mobile for their mentoring work.
- To have their own insurance.

**In turn Prison Arts Foundation will provide:**

- Initial mentoring training and further information or training opportunities as available.
- Ongoing support and supervision, both in an individual and group setting.
- Agreed fees and out of pocket expenses.
- A dedicated Prison Arts Foundation email account.