

Role Description: Volunteer Careers Mentor

Dyslexia Scotland seeks to empower people with dyslexia to reach their full potential.

We recognise that many adults with dyslexia are increasingly in need of support with employment issues and don't know where to turn to for guidance.

Our Employment Service aims to help adults with dyslexia to progress their career aspirations, feel more optimistic for their future and feel more confident about their job prospects.

As we work throughout Scotland, we are recruiting Volunteer Careers Mentors at a local level to work with adults with dyslexia in a careers guidance and development capacity, facilitating a career planning process and providing some practical help in application processes.

Role Tasks:

1. Career Planning Process

- Work one to one with clients
- Help to establish a client's stage in the employment pathway
- Where necessary, work with the client to establish appropriate career areas and routes into these career areas
- Agree a plan with clients, outlining types of support to be provided and timescales for working together
- Work within Dyslexia Scotland's policies and procedures.

2. Practical Support – where required

- Support clients to put together CVs, covering letters and application forms
- Assist with job seeking
- Support with interview preparation and practice
- Signposting to complimentary services, as required

3. Recording and reporting

- Maintain records on client progress
- Regular progress reports to Employment Adviser.

Continued overleaf...

Essential Skills, Qualities and interests required:

- Candidates must be a member of the PVG scheme – or commit to becoming a member of the PVG scheme
- An understanding of Dyslexia Scotland's main aims
- Ability to maintain confidentiality
- Good organisational skills
- Willingness to adopt a flexible approach to working with clients
- Sound experience of working with people seeking employment
- An understanding of the challenges faced by dyslexic people in job seeking

Desirable Skills, qualities and interests required:

- A Postgraduate Diploma in Careers Guidance, or equivalent
- Experience of working in the charity sector
- Experience of volunteering
- A good understanding of dyslexia

Person Specification

- Friendly and approachable
- An enabling approach; motivating and encouraging
- Person centred in approach

What we will provide

- An induction session about Dyslexia Scotland
- The support of a Volunteers Manager and Employment Adviser
- Reimbursement of all reasonable out of pocket expenses.

How you benefit

- Develop an appreciation of work with dyslexia in a careers guidance capacity
- Broaden your network of professional contacts
- Opportunity to practice careers guidance in a different context.

Dyslexia Scotland will undertake PVG Checks for Careers Mentor volunteers as they will be providing advice and guidance to protected adults. Volunteers will be asked to provide references on application.