



FROM THE DIANA AWARD

**MENTOR APPLICATION PACK\_**

# ABOUT THE MENTORING PROGRAMME\_

The Diana Award Mentoring Programme supports young people to develop their careers skills, whilst making positive change in their community. We collaborate with professional volunteer mentors to deliver group mentoring and careers skills development programmes for young people aged 14-18 who are at risk of becoming NEET (Not in Education, Employment or Training).

We support young people in collaboration with volunteer mentors, sharing professional advice and guidance and providing careers skills training in a group setting. The programme also encourages young people to participate in youth-led social action, with mentors and mentees working together to develop projects tackling issues that directly impact them and their community.

We are currently recruiting volunteer mentors in **London** to participate in our **Autumn 2025 Mentoring Programme**. The Spring 2025 Mentoring Programme is currently underway and closed to new applicants.

# MENTORING PROGRAMME SESSION FORMAT\_

## Where?

- London (see mentor application form for boroughs)
- Delivered primarily in secondary schools, further education settings, and alternative provisions.

## When?

- Autumn (October-February) and Spring (March-July).
- The programme consists of twelve group sessions. Sessions last around an hour (excluding travel) and are delivered on the same day and time each week.
- **The Autumn 2025 Mentoring Programme runs from October 2025 to February 2026.** The programme is paused during school holidays. Mentor onboarding and training runs from August to September 2025.

## Who?

- **Small groups of three to six volunteer mentors, all from different walks of life, are matched with a group of young people at risk of becoming NEET.**
- There are 15-25 young people in the mentoring sessions who are between the ages 14-18 years old.
- Each mentoring session is facilitated by a member of The Diana Award staff.

# VOLUNTEER MENTOR ROLE DESCRIPTION\_

## Your responsibilities as a volunteer mentor:

- Commit to weekly sessions for twelve weeks, demonstrating consistency and punctuality. Mentoring Programme sessions last 60 to 90 minutes (excluding travel time). Follow through is key when working with young people at risk of becoming NEET.
- Collaborate with a Diana Award Facilitator and other volunteer mentors to deliver and support group mentoring sessions within a school setting.
- Review session plans and prepare for weekly sessions. Communicate weekly and in a timely manner with other volunteer mentors and a Diana Award Facilitator.
- Create a safe and positive learning environment and provide young people with encouragement, guidance, and constructive feedback.
- Nurture positive relationships with young people. Listen, understand, and acknowledge their feelings and experiences.
- Support young people to plan a social action project.
- Foster a growth mindset and encourage young people to challenge themselves to work towards their goals.
- Support young people's professional development by connecting them with further opportunities. For example, workplace visits, work experience, resources, relevant networks etc.
- Identify and report any safeguarding and child protection concerns or disclosures to the Designated Safeguarding Lead, as per The Diana Award Safeguarding Policy.



# VOLUNTEER MENTOR PERSON SPECIFICATION\_



## Optional Experience/Knowledge\_

- Has prior experience working with young people.
- Has experience in organising grassroots activism.
- Has experience or knowledge in Corporate Social Responsibility (CSR).
- Has experience or knowledge in Widening Participation.
- Has experience in project management.

## Requirements\_

- A minimum of 18-years-old.
- Willing to complete a DBS Check (paid for by The Diana Award).
- Willing to provide contact details for two referees.
- Able to commit to weekly face-to-face sessions.
- Able to attend a three-hour in-person mentor training session.
- Has the right to work and volunteer in the UK.
- Lives or works in or near to London.

## Skills\_

- Passion for working with young people and an interest in youth-led social action.
- Has developed or willing to develop active listening skills.
- Ability to see solutions and opportunities when working with people or in a group setting.
- Ability to show resilience when faced with challenging situations or behaviours.

## Experience/Knowledge\_

- Has work experience, this can be professional, from previous volunteering, or social action initiatives.
- Has developed or willing to develop experience of picking, planning, and delivering a social action campaign.

# THE BENEFITS\_

Participating in our programmes as a volunteer mentor is a lot of fun, incredibly inspiring and fulfilling. You will gain so much in the process, and learn and enhance **transferrable skills** such as:

- Strong communication and presentation skills
- Leadership and teamwork
- Project management
- Building empathy and youth engagement
- Increased self-confidence and self-awareness

You will also get the opportunity to:

- Make your CV stand out
- Connect with our network of Diana Award volunteer mentors
- Understand more about barriers facing young people in your community
- Build on your knowledge of social action and take part in social action projects
- **Make a difference:** Help support young people's confidence, work readiness and active citizenship



# VOLUNTEER MENTOR TIMELINE\_

## MENTOR APPLICATION

Open from 2nd June 2025  
to 6th August 2025, 23:59  
BST.

## PRE-PROGRAMME ONBOARDING

- DBS checks
- Reference checks
- Right to work checks
- Mentor Training
- Pre-programme survey

## END-PROGRAMME

- Mentor appreciation and thank yous
- Programme reflections and showcase
  - End-programme survey
- Final check-in with the Programme Manager

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## APPLICATION RESULT

You will hear about the  
result of your application  
to volunteer as a mentor  
in mid-August 2025.

## PROGRAMME

- Online Meet and Greet with Diana Award Facilitator and your co-volunteer mentors
  - Twelve weekly mentoring sessions (Mentoring Programme)
- Mid-programme check-in with the Programme Manager



# HOW TO APPLY\_

Please use the following link to access the online application form, which you can use to apply to volunteer as a mentor:

<https://the-diana-award.typeform.com/applytomentor25>

For the result of your application in mid-August 2025, please make sure to check your spam folder, as our emails from [mentor@diana-award.org.uk](mailto:mentor@diana-award.org.uk) sometimes end up in there.



# OUR COMMITMENT TO SAFEGUARDING\_

As a youth organisation, The Diana Award believes that a child, young person or adult should never experience neglect or abuse of any kind.

We are committed to safeguarding and protecting from harm all people who benefit from our work, including young people, staff, volunteers and beneficiaries.

We do this through promoting a culture of safety for all, with robust policies, procedures and training in place.



# QUESTIONS AND NEXT STEPS\_

For more details about the application process please contact: [mentor@diana-award.org.uk](mailto:mentor@diana-award.org.uk)

If you are selected to volunteer as a mentor for The Diana Award, the Mentoring Team will guide you through the process, including providing a detailed Volunteer Mentor Handbook and an in-depth Mentor Training session.

For more insight into The Diana Award, please follow us here:

W. [diana-award.org.uk](http://diana-award.org.uk)

T. @DianaAward

F. /thedianaaward

**We can't wait to welcome you as a volunteer mentor!**

