# Guidance and role description for Peer Mentors on the *Sustainable Steps Wales – Mentoring* programme

*Last updated : 10th November 2022*

## Programme description:

The *Sustainable Steps Wales – Mentoring* programme is a practitioner-led mentoring programme which helps community groups in Wales develop and carry out their plans to deliver climate action and live more sustainably.

The programme will launch in early 2023 and run until June 2029. It is led by a small team within Development Trusts Association Wales (DTA Wales) and is funded by the [*Sustainable Steps Wales – Mentoring*](https://www.tnlcommunityfund.org.uk/funding/programmes/sustainablestepswales-mentoring) grant scheme administered by The National Lottery Community Fund.

Please see *[URL]* for more information about the programme.

## Role & Purpose of Peer Mentors

Peer mentors are people who have direct personal experience of taking action on climate change at a community level, and who have the skills and willingness to share that experience with others.

Their role is to support, empower and develop the capacity of community groups, including those who have not had any previous experience of acting on climate change or environmental issues, to understand the difference they can make and to take action accordingly. They do this by working with groups on a peer-to-peer basis – sharing their experience and expertise in order to help those groups take their next (often first) steps on climate change.

Before peer mentors are invited to work with a particular group a DTA Wales Facilitator will have supported that group to identify possible opportunities for action on climate change and to produce a preliminary action plan. This action plan determines what kind of mentor support is required so the Facilitator can help the group choose the appropriate mentor to meet their needs.

## Role Description

Your role as a peer mentor on the *SSW - Mentoring* programme is to:

* Provide appropriate information, support and inspiration to groups who require the specific knowledge, skills and expertise you have, drawn from your experience of working at the community level
* Support community groups to take significant steps towards achieving the priority actions they have identified in their action plan
* Facilitate and motivate the group’s work, whilst ensuring the group is at all times in control of their project
* Signpost the group to any other agencies, organisations and support services beyond those already identified in their action plan, who may be able to assist them in achieving their objectives (and add these to the action plan)
* Learn from the group and share this experience back with the programme team and your host organisation if applicable
* Record your work and the group’s progress in the Activity Record template provided and share this information back with the Facilitator and programme management team using the programme collaboration platform
* Engage in relevant discussions and reflections on the programme platform and in-person events within agreed parameters (e.g. chargeable vs unpaid time available, what’s useful to your host org/other work, topics of interest)

What it **isn’t** is:

* Providing subsidised professional consultancy or advice – e.g. making specific recommendations on matters which may have significant legal, technical or financial consequences, including planning. *Even if you are personally qualified to provide such consultancy and advice, you should not offer it through your peer mentoring role with DTA Wales.*
* Carrying out the group’s work for them – e.g. while you may get involved in helping a group to draft a funding application or business plan, design an event, or decide what to plant in their garden, it is not your place as peer mentor to write the document, run the event or carry out the planting on their behalf.

At least one representative from the mentor pool will sit on the Programme Forum (steering body for the programme) at any one time, representing the pool’s experience and perspective in programme-wide decision-making and lesson-learning.

## Terms and conditions:

* Peer Mentors will either be hosted by a not-for-private-profit, third sector organisation – for instance, a charity or most types of social enterprise – or contracted directly by DTA Wales.
* For directly-contracted Peer Mentors a rate of £250 per 7 hour day will be paid for the work carried out for DTA Wales under this programme. This rate is inclusive of VAT and any associated expenses including travel.
* For hosted Peer Mentors a rate of £300 per 7 hour day will be paid to the host organisation for the work carried out for DTA Wales under this programme. This rate is inclusive of VAT and any associated expenses including travel.
* Public Liability insurance must be held either by the host organisation, or the Peer Mentor themselves. Professional Indemnity insurance is not required provided the Peer Mentor abides by the guidelines above
* Invoices to DTA Wales should be raised at least quarterly, assuming there has been work carried out in that period. Invoices should be made for the attention of and returned to the Programme Manager. Invoicing can include for partial days as well as full days.
* Payment will only be made for work that has been approved through our project management process, for up to the number of days agreed, where it is carried out by the named Peer Mentor, where that person has been recruited into the Peer Mentor pool through the established procedure, and where the relevant records and claims have been submitted and approved by the Programme Manager.
* There is no guarantee that a given Peer Mentor will receive any assignments to directly support a group. The programme is demand-led and responsive to emergent requests. However, as an approved member of the mentoring pool you are welcome to participate in certain programme activities whether or not you have directly supported a group.
* If you are invited to work with a community group that you or your host organisation have a pre-existing relationship with we ask you to flag that to us at the outset. It is not necessarily a barrier to working with a group, but it is important that we are able to assess the relevant dynamics and any potential conflict of interests before agreeing to any work going ahead.
* There will be an ongoing evaluation of the *SSW – Mentoring* programme led by our Monitoring and Evaluation partner, and the quality of the work carried out by Peer Mentors will be monitored and assessed throughout. Peer Mentors are expected to be willing to act constructively on any feedback received.
* Any report or other type of advice in written form produced by the Peer Mentor for a group must use the template provided by DTA Wales