MentorMe Administrator Job Advert

Could you empower people to lead meaningful lives away from crime by providing administrative support to our MentorMe project?

Sixty-One is a Bristol-based charity providing relational and practical support to men and women with a criminal conviction and the motivation to change. We also seek to inspire, engage and equip the church and individual Christians to join our work as a practical expression of Jesus's love for people on the margins.

MentorMe, Sixty-One's mentoring project for people with a criminal conviction, is looking for a MentorMe Administrator, 22.5 hours a week.

Salary: £27,300 FTE per annum (pro rata £16,380)

Location: Office-based (Sixty-One office / St Pauls, Bristol)

Are you: Passionate about supporting volunteers and individuals who have experience of the Criminal Justice System?

Do you: Have a high attention to detail with strong administration, CRM data processing and organisational skills?

Could you: Bring your warm communication skills, event logistics experience, and proactive mindset to our team?

Job Focus: This is an essential administrative and coordination role and as such involves processing volunteer applications, managing DBS compliance, monitoring mentor meeting reports, updating CRM databases, and supporting project events and communications. You will need excellent organisational skills, clear communication, and a detail-oriented approach to keep our mentoring operations running smoothly and efficiently.

This role involves processing sensitive information relating to criminal convictions and offending behaviour, including violent and sexual offences. As such, the successful candidate must be prepared to review and process sensitive and sometimes distressing case details.

You can find all the details on our website, along with a job description, person specification and application form.