

LUMINARY BAKERY

Rising Hope in East London

MENTOR APPLICATION PACK

Thank you for your interest in joining us at Luminary Bakery. We couldn't support disadvantaged women the way we do without the generosity of individuals like yourself – we are very grateful for your willingness to be involved.

Please read and complete the attached application form and return it to us at alice.boyle@kahaila.com. Only electronic applications will be considered.

By applying for this post, we invite you to be apart of this dynamic project changing women's lives, supporting and empowering them to build their futures.

We look forward to receiving your application. If you have any questions or feedback, please speak to Alice on either: alice.boyle@kahaila.com, 02076869779 or 07539868123.

With best wishes,

LUMINARY BAKERY

• WHO WE ARE

Luminary Bakery is a social enterprise set up to provide training, employment opportunities and community to disadvantaged¹ women in East London.

¹ We support women who been have at a social and economic disadvantage, this may include issues around homelessness, prostitution, trafficking, criminal activity and or domestic violence.

LUMINARY BAKERY

Rising Hope in East London

• BACKGROUND & STRUCTURE

Luminary Bakery is a project of Kahaila Limited, a registered charity with a Christian ethos that aims to build community in the local area. Kahaila also takes an active role in addressing issues that affect people locally, nationally and beyond. Luminary Bakery forms part of the Kahaila Women's Projects, which is comprised of three projects that aim to support women in vulnerable situations by meeting a practical need and providing community support.



Reflex works with women in prison to equip them with the skills, character and confidence to realise their full potential and live a fruitful life when they are back in their communities. By offering the space for reflection and learning, Reflex aims to break the cycle of re-offending.

Luminary Bakery uses baking as a tool to equip women from disadvantaged backgrounds with practical and transferrable skills for the working world. This is done by offering courses, work experience and paid employment in order to empower women to build a career and a positive future.

Ella's Home provides safe accommodation and support for women who have experienced trafficking and/or sexual exploitation. Ella's Home offers the time and space needed for recovery in order to provide women a way out of exploitation and the skills needed for independent living.

Luminary operates as a charity and a business, with clear boundaries between the two aspects to safeguard the success of both. We are held accountable to the Charity Commission as to how income is spent, and all business decisions should be made with our charitable objectives in mind.

• VISION

To see all women in East London provided with opportunities to leave their vulnerable situations and be released into a positive future. We exist to give opportunities and purpose to disadvantaged women through training, employment and community. Luminary is a welcoming and safe environment where women can grow holistically – encouraging ambition, restoration and second chances. We aim to empower and equip these women to hope for a future, and give them the tools to obtain it. By investing in and releasing them to realize their dreams we aim to break the generational cycles of abuse, prostitution, criminal activity and poverty.

• OUR VALUES

- We believe that all people are created valuable and have potential no matter what their past or current circumstances.
- We believe in nurturing worth in people to release them into a positive future, equipping them with the skills needed to achieve it.
- We seek to create a safe and professional work environment where everyone feels welcome – a place where genuine community can be built and women can support each other.
- We believe in producing quality artisan products which creatively represent who we are.
- We seek to run a sustainable and viable business which invests its profits into more opportunities for disadvantaged women.

Luminary Bakery – 71-73 Allen Road, Stoke Newington, Hackney, London N16 8RY

02076869779 - www.luminarybakery.com - luminarybakery@gmail.com

Registered Charity No. 1138653 – Kahaila Limited

LUMINARY BAKERY

Rising Hope in East London

•JOB DESCRIPTION

- Title:** Mentor
- Based at:** Luminary Bakery 71-73 Allen Road, Stoke Newington, Hackney, N16 8RY or mutually agreed meeting location.
- Reports to:** Luminary Project Manager
- Hours:** We expect mentors to connect with their mentees for a minimum of 1x hour a month and a maximum of 3x hours a month, for 6 months duration.

KEY RESPONSIBILITIES

- This involves being paired with one of our graduates, who is looking to start her career. The aim is to give individual guidance with venturing into the working world or entrepreneurship and an inspirational role model to ask the right questions / support them along the way. Each mentee will have completed a course with Luminary and will have ongoing support from the staff here. The benefit of pairing individuals with mentors is that they have a chance to discuss their goals in more detail with a woman in the professional realm who is solely there to support and encourage them.
- We expect mentors to connect with their mentees for a minimum of 1x hour a month and a maximum of 3x hours a month, for 6 months duration. This can be in person at a mutually convenient time and location, agreed with your mentee at the start, or via phone/skype. After each session the mentor will need to fill in a short debrief form so Luminary can monitor the progress.
- We do not expect mentors to have all the answers, but we do expect them to draw on their own experience, and where an area of knowledge is missing – seek to find somewhere or someone the mentee can go to for specific advice.

PERSON PROFILE

Necessary:

- Be female
- Have a valid, enhanced DBS or be willing to undergo this process²
- Commit to the allocated meeting times for 6 months
- Have employment or business experience to draw on
- Have an understanding and non judgmental approach

² If you will be applying for a DBS through Luminary Bakery we ask that you cover the £18 admin fee

LUMINARY BAKERY

Rising Hope in East London

- Be able to balance being challenging, yet kind & supportive to mentees
- Agree to the code of conduct attached
- Have a clear sense of professional boundaries
- Have a good support system in place for your own needs
- Attend all training provided for best practice (approximately 2 evening sessions per year)

Desirable:

- Access to a network of business connections / opportunities for your mentee
- Experience in setting up a business or self employment
- Experience working with people from disadvantaged backgrounds

Example of a debrief form:

How well do you think the session went?	0	1	2	3	4
What actions does the mentee need to follow up on?	(0=poor, 4=excellent)				
Do you have any actions coming out of the meeting?					
What is the mentee currently struggling with?					
What area of strength do you recognize in your mentee?					
Is there anything you would like to chat through with Luminary? (concerns/questions)					

• CONDUCT AGREEMENT

You will be mentoring women who are leaving various difficult backgrounds. The women who come into our programmes are strong, resilient and have been through a lot. They may have come from poverty, homelessness, the sex industry, trafficking, domestic violence, sexual violence, prison, or being at risk of any of the above.

Language

It is crucial that we use terminology that empowers these women and releases them from stigma

We refer to the project as supporting 'disadvantaged women' as it relieves the need to go specifically into their background, and enables them to put that in the past. We try to avoid using the term 'vulnerable' as in our experience they are not, they are strong and capable.

Your mentee may have negatively experienced any of the following areas and hence please be sensitive when referring to: (NEVER MAKE INAPPROPRIATE JOKES)

- | | |
|---------------------|-----------------|
| - Homelessness | - Mental Health |
| - Prison | - Drug use |
| - Crime | - Death |
| - Prostitution | - Sexuality |
| - Trafficking | - Poverty |
| - Domestic Violence | - Faith / God |
| - Rape | - Abortion |

Please also refrain from sharing any of your personal views on political issues. The labels 'crazy/mental' or 'prostitute' (or synonyms), are not to be used. We never want to label people with negative connotations. Our aim is always to **encourage** and **empower** and we recognise that both our words and our actions can have destructive effects when not carefully thought through. If you would like training / advice on the best ways to refer to the above topics please contact Luminary – we would much prefer you ask & we chat it through.

Behaviour

Please be understanding that many women may have a 'front' due to negative life experiences, difficulty trusting and meeting new people. Try not to be offended if they don't seem warm or they are displaying challenging behaviour, just continue to show that you love and value them regardless – remembering **our values**. Your behaviour should always be professional and appropriate, ensure your clothing is suitable (not revealing or offensive), you keep mutual (not having favourites), you are VERY careful with physical contact – ensuring that they always initiate, and remembering that in everything you do you are a positive role model.

Boundaries

During the 6 months mentoring relationship please only give out the phone number or email address you are happy for the women to contact you on. They will have Alice's work number if they need to contact someone outside of your allocated time. You must only meet your mentee in a public space, never at your or their home – if you are unsure if a location is appropriate please check with Alice. Do not add any mentee on social media in order to maintain a professional relationship. Please keep your mentoring discussions to the topic of their career where possible – this will ensure they get the most

LUMINARY BAKERY

Rising Hope in East London

out of their time with you and your expertise, Luminary will ensure they are connected with relevant support for other areas of their life. At the end of your 6 months, a meeting will be arranged with Alice to discuss their next steps and review your mentoring experience.

I agree to the above conduct and recognise that agree to represent Luminary positively in interactions with the women, customers, suppliers, funders and the public.

Signed:

(electronic signature accepted)

Date:

LUMINARY BAKERY

Rising Hope in East London

• LUMINARY FAITH POLICY

Luminary is a social enterprise designed to offer opportunities for women who have experienced social and economic disadvantage, to build a future for themselves and their families.

Luminary is a project of registered Charity; Kahaila, which runs a café, a church, other community projects, and has a Christian ethos. Many Luminary staff have a Christian faith but it is not always required in order to work or volunteer with us, and is never a requirement to benefit from our services. All can find a place to belong in the Luminary family.

The Christian faith motivates the Luminary culture of going the extra mile for our beneficiaries, believing in potential in everyone, showing love and compassion without conditions, and 'loving our neighbour as ourselves'.

Anyone looking to join the Luminary team, as staff or in a voluntary capacity, must be sympathetic to our aims and objectives, looking to help drive the project forward in line with our vision. It is advised that applicants be comfortable working within a faith-based organisation, being respectful of faith views. The team will sometimes have a time of prayer together but this can be used as a time of reflection, and attendance is not mandatory.

For our beneficiaries, we provide an inclusive service, with ideologies discussed when initiated by the beneficiary, keeping in mind their vulnerability, respecting other world-views and not passing judgement.

We recognise that spirituality is a part of the human make-up and seek to find opportunities for women to navigate their own spiritual journey in community. However the services we offer are non-discriminatory and beneficiaries are treated equally no matter what faith background or interest in a faith journey they have.

If a woman would like us to pray for her or provide chaplaincy-style support, specific team members are happy to offer and facilitate that. For these certain job roles, holding a Christian faith is an occupational requirement and will be outlined in job descriptions.

I will respect and apply the Luminary Faith Policy above.

Signed:

(electronic signature accepted)

Date:

LUMINARY BAKERY

Rising Hope in East London

• MENTOR APPLICATION

PERSONAL INFORMATION

Title	Address
Surname	
First name	Postcode
Email	Telephone

EMPLOYMENT INFORMATION

Current Job Title	
Employer/ Company Name	
Please list your career area: <i>Medical / food/ finance / law</i>	
Please tick to confirm that you will be able to travel to meet your mentee in a mutually convenient location <input type="checkbox"/>	

ADDITIONAL INFORMATION

Please tell us why you want to become a mentor with Luminary Bakery	
Please tell us why you believe you would be good mentor	
Please tell us about your areas of expertise and/or personal interests	

LUMINARY BAKERY

Rising Hope in East London

Do you have any experience working with vulnerable adults?	
Do you think that your company would be interested in supporting Luminary? If so please give the appropriate contact details of who we can get in touch with about options.	
Is there any other information (<i>not included above</i>) that you would like us to know?	

REFERENCES

Please provide below details of two people we can approach for a reference as part of the application process, both of whom should know you in a working capacity (paid or unpaid). A referee should have known you for at least 2 years; they should not be a family member, or a person who you reside with. References will normally only be taken up for the successful candidate and will be considered by the selection panel after the interviews have taken place.

Referee 1 Title and Name	Email Address	Phone Number
Referee 2 Title and Name	Email Address	Phone Number

DISCLOSURE INFORMATION

If you have a valid enhanced DBS please provide:

DBS number	
DBS issue date	

Rehabilitation of Offenders Act (1974) Exceptions Order (1975)

Luminary Bakery is an organisation that believes in second chances, and we have employed people with criminal convictions. This disclosure is for safeguarding purposes and will not necessarily affect your application.

Have you ever been convicted or cautioned with respect to a criminal offence? Y N

If yes, please provide further details below.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are 'spent' under provisions of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. Any information will be treated in the strictest confidence and used solely in relation to this application.

The post holder must undergo an **enhanced DBS check** prior to confirmation of appointment.

DECLARATION

The information provided in this form is accurate to the best of my knowledge.

Signed

Date

• PRIVACY STATEMENT AND SIGNING AGREEMENT

- These details will be held in a retrievable electronic form.
- Personal paper records will be stored securely.
- Access to records will be limited to those who are entitled to see them as part of their duties.
- I agree to my personal details being held by Luminary Bakery.
- I confirm that the information given above is correct.
- I understand that I will have to undergo a DBS check for specific roles.

Signed:

(electronic signature accepted)

Date:

**Thank you for completing this pack. Please check you have completed & signed every section
We will soon be in contact regarding the next steps.**