

Leadership Development Mentoring Programme

Mentee Recruitment Pack

Connecting charities, volunteers and businesses



Mentees and Mentors, 2017-18 programme

MENTORING AND
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APPLY TO BE A MENTEE

Your mentoring journey – how applying works

Welcome to our Mentoring Programme; we hope this pack will give you practical information to help you decide whether you would like to take part. It describes each stage of the process and includes a timeline with all dates when you need to be available. If you have any questions, please don't hesitate to contact us on mentoring@bhcommunityworks.org.uk

Application

To apply for the support of a mentor complete an application form via [this link](#) by **5pm on Friday 31 March**, completing all the questions except those marked 'MENTOR ONLY'. We use an online mentoring platform called PushFar to help both us and you manage your mentoring journey – this will open when you click on the link. There are two parts to the application: first about you and the second about what you are looking for from a mentor. Ensure you see the 'application pending' page so you know your submission has been successful.

Please then also complete an [Equality and Diversity Monitoring Form](#) (click on the link to open Survey Monkey) to enable us to monitor our recruitment to ensure we are treating all sections of the community fairly. The form is completely anonymous, and completion is voluntary. Your contribution will help us to build an inclusive culture.

Suitability

Once you have submitted your application, we will assess your application against our criteria. If you meet these, that is great! If we need to clarify what you have told us, somebody will give you a call. To ensure a quality programme, your suitability to take part is a key part of the process. We will endeavour to support you in a different way if we feel the programme is not the right fit for you. To participate, you will need:

- To be working or volunteering for a community or voluntary organisation in Brighton, Hove, Adur or Worthing who is a [Community Works member](#)
- To be in a leadership role or to be an emerging leader with responsibility for projects or people
- To gain the endorsement of your chair of trustees/management committee, line manager or supervisor to take part, as you will be taking part on behalf of your organisation
- To attend programme sessions and events
- To commit to a minimum of one meeting a month with your mentor, lasting around one and a half hours
- To be open to sharing your experience with other mentees and join in celebrating successes
- To take part in evaluation activities and encourage your organisation to reflect on how it has impacted your organisation as a whole
- To keep in touch with the programme coordinators and seek support when needed

Organisational Support

You will be taking part in the programme on behalf of your organisation, so during your application we will ask you for the name of someone within your organisation who supports your taking part. If you are accepted on to the programme, we will make contact with that person to ask for confirmation of their

support. It is your responsibility to ensure that the work you undertake complies with your organisation's policies, procedures and ways of working. You may want to agree whether mentoring can take place in your work hours if you are a paid member of staff. **We ask that only one person per organisation per year apply to the programme as we have limited spaces.**

Acceptance

Subject to your suitability and availability of places, you will receive an approval email inviting you to log in to your account on PushFar. This confirms your place on the programme. You'll hear from us by **Tuesday 11 April**.

Induction

There is an induction session on **Wednesday 19 April, 10-12** which introduces you to the other mentees taking part, gives a refresher about the aims of the programme, gets you to start thinking about your goals and gives you a chance to ask any questions you might have.

After this session you will be asked to submit a short video about yourself by **Friday 28 April**. We give you guidance to do this and offer help if it feels uncomfortable. It is for sharing with the mentors and videos will not be in the public domain; they are to help with matching only.

Matching

You then browse mentor profiles (on PushFar) and their videos and submit a shortlist of preferred mentors, together with any matches which may be unsuitable **by Tuesday 9 May**. The programme coordinators then meet to match everybody together. We take on board your preferences and those of the mentors, and, alongside your objectives, our view on potential synergy and our knowledge of the sector, we match you with a mentor. Sometimes this may result with you being matched with a mentor who you did not express a preference for, but the intention is to give you a good fit whilst balancing the needs of the whole cohort. You will receive notification of your match through PushFar **on Friday 12 May**.

The programme makes every effort to make a suitable match; however, **it is not guaranteed** that everyone will be matched with a mentor. Where this is the case, we will speak to you about possible alternative support.

Mentoring

Once in touch through PushFar, you and your mentor will schedule a first meeting. The purpose of the first meeting is to meet each other, discuss aims and objectives and practicalities, based on the checklist provided in our Mentoring Agreement. From then on you will have regular meetings with your mentor and record your progress. Between May and December, you will meet around once a month (online or in person). The timing is up to you and your mentor. You should have a minimum of 6 meetings.

Additional Support

In addition to your mentoring sessions, there is a Mentee Development Session on **Tuesday 12 September, 10-12**. We network you with other mentees to share experiences and expertise, and provide support to make sure you are making the best use of the programme. The Community Works team is on hand to provide guidance, support and direction over the period of your mentoring.

Impact, Evaluation and Celebration

We ask that you set goals and complete a Mentoring Agreement at the start of your mentoring journey, relating to your organisational and leadership development. Your mentor will work with you to complete a

Reflection and Review form at the end, to help close the relationship. We will also ask your organisation to complete a short feedback form. We will celebrate your achievements at an end of programme event on **Tuesday 5 December, 10-12.**

And finally...

All the above sessions will be **in-person** events. They will all be held in the Conference Room of Community Base. The Community Base address is 113 Queens Road, Brighton, BN1 3XG. More details will be sent nearer the time.

The programme makes every effort to make a suitable match for participants; however, **it is not guaranteed that everyone will be matched with a mentor.**

This programme is part of capacity building and skills development for Community Works Member Organisations. **Should you leave your current organisation we will have to review your place on the programme.** If your new role is for a non-member organisation, you will not be able to continue to participate in the programme unfortunately.

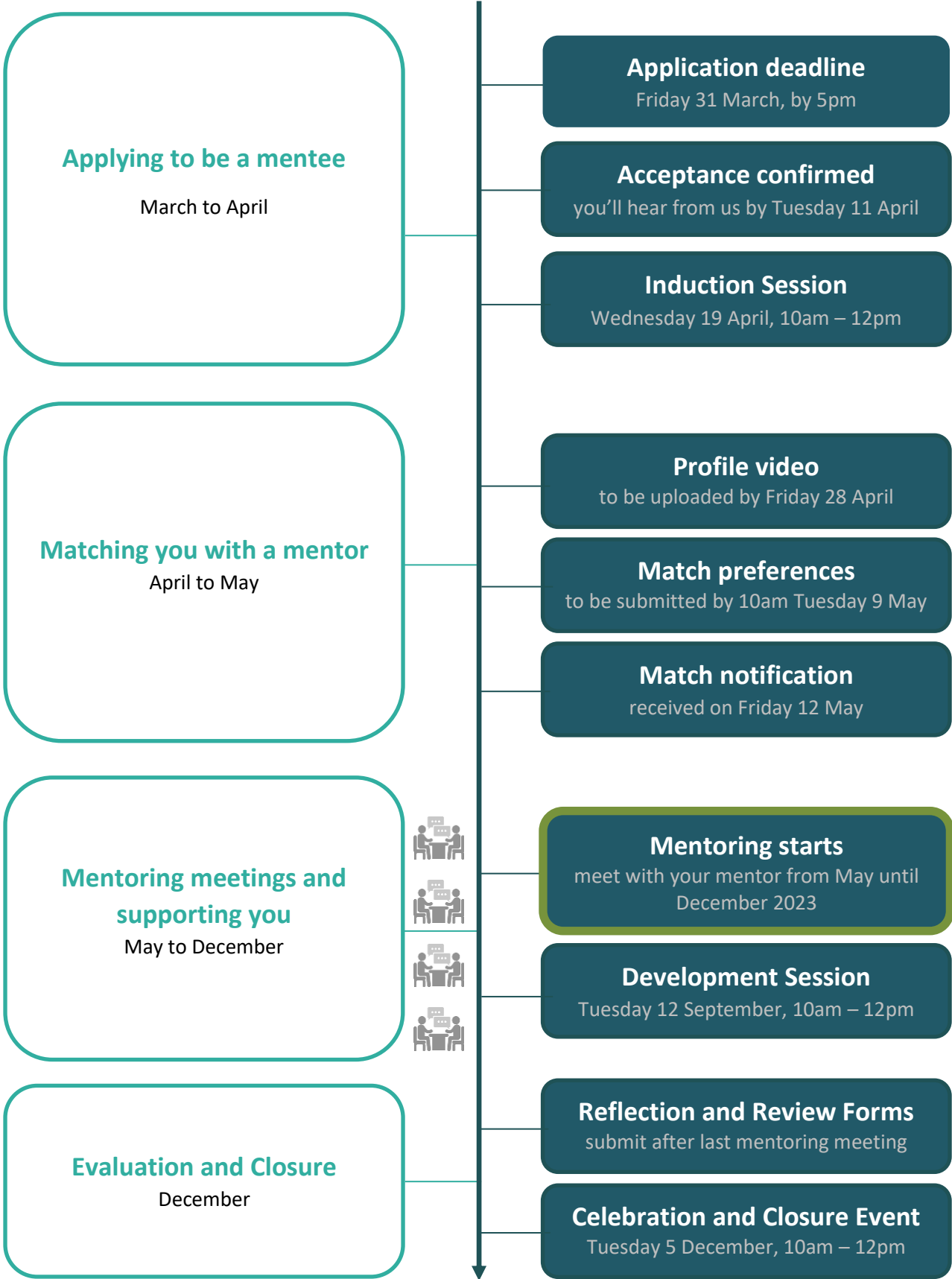
Our aspiration is that after taking part you will want to **join with our mentoring community** so you can help support the next leaders of our sector.

Any questions? Get in touch:

mentoring@bhcommunityworks.org.uk

Mentee Timeline 2023

Launch Wednesday 1 March 2023



December 2023

If you need this information in a different format just get in touch to discuss your needs.

Voluntary and community action makes our society and local areas better. We're here to make sure that it does.

Community Works is a registered charity in England and Wales (no 1087481) and a company limited by guarantee (no 3895635).

Community Works

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Previous participants comments about the mentoring programme

Get in touch:

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