

Leadership Development Mentoring Programme

Mentor Recruitment Pack

Connecting charities, volunteers and businesses



Mentees and Mentors, 2017-18 programme

MENTORING AND
BEFRIENDING

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BECOME A MENTOR

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 takes you through what we are looking for in a volunteer mentor, a timetable which shows when you will need to be available and description of each stage of the process. If you have any questions, please don't hesitate to contact us on mentoring@bhcommunityworks.org.uk.

Volunteer Mentor Role Description

We run our programme for people working or volunteering in community and voluntary organisations in Brighton, Hove, Adur and Worthing. We support leaders and emerging leaders to grow and realise their potential, with the aim of strengthening organisations and our sector.

As a mentor on the programme, you will volunteer your time to be alongside your mentee, offering insight into the challenges they are facing. By giving time for reflection and planning and holding the 'thread' of the conversation, you will help your mentee to grow and develop. You might mentor, for example, a CEO or founder, senior manager, project coordinator or Chair of Trustees.

Support and Training:

This role is supported by the Mentoring Coordinator who is on hand to provide guidance, support and direction throughout the whole process. There is an induction session for all new mentors and a 'Get Together' with existing mentors, before your mentoring starts. We also match you with a mentor buddy, so you have support from someone who has experience of the programme. There is a Mentor Development Session about halfway through your mentoring, to reflect on how things are going and offer support. We offer all our volunteers travel and subsistence expenses.

Benefits:

- Share your skills and knowledge with a local charity leader
- Network with a community of mentors from across sectors
- Develop your mentoring skills
- Gain knowledge about the local community and voluntary sector

Time Commitment:

We run the programme on a yearly basis, with mentors meeting their mentees regularly for their one-to-one mentoring sessions once a month for up to an hour and a half, for a period of six months. Once accepted on the programme, you will also need time for the following:

- 4 x 2-hour sessions over the year
- time needed to make a short profile video
- time to review mentee videos and profiles, and submit your match preferences
- time to meet your peer-mentor buddy (up to 3 times)

You will need to be able to commit to this based on the dates outlined in the programme timeline below. Programme events aren't compulsory but can be helpful for your mentoring.

Other practical considerations:

Programme events take place in person, in central Brighton, so you will need to be able to travel. We use a website called PushFar to help you manage your mentoring, so you will need access to a PC, laptop or phone that is online. You will need a recording device such as mobile phone to make your profile video. You will have the option of meeting your mentee online or in person, so may need to travel to these meetings (likely in Brighton, Hove, Adur or Worthing).

What will you be doing:

- Initiate contact with the mentee you have been matched with
- Establish rapport, openness and trust with your mentee
- Help your mentee identify objectives for their mentoring
- Complete the Mentoring Agreement
- Facilitate mentoring sessions (structure, themes, reflection)
- Facilitate the closure of the relationship at the end of the programme
- Feedback to the Mentoring Coordinator any concerns with the relationship
- Volunteer according to the ethos of and the policies and procedures of Community Works

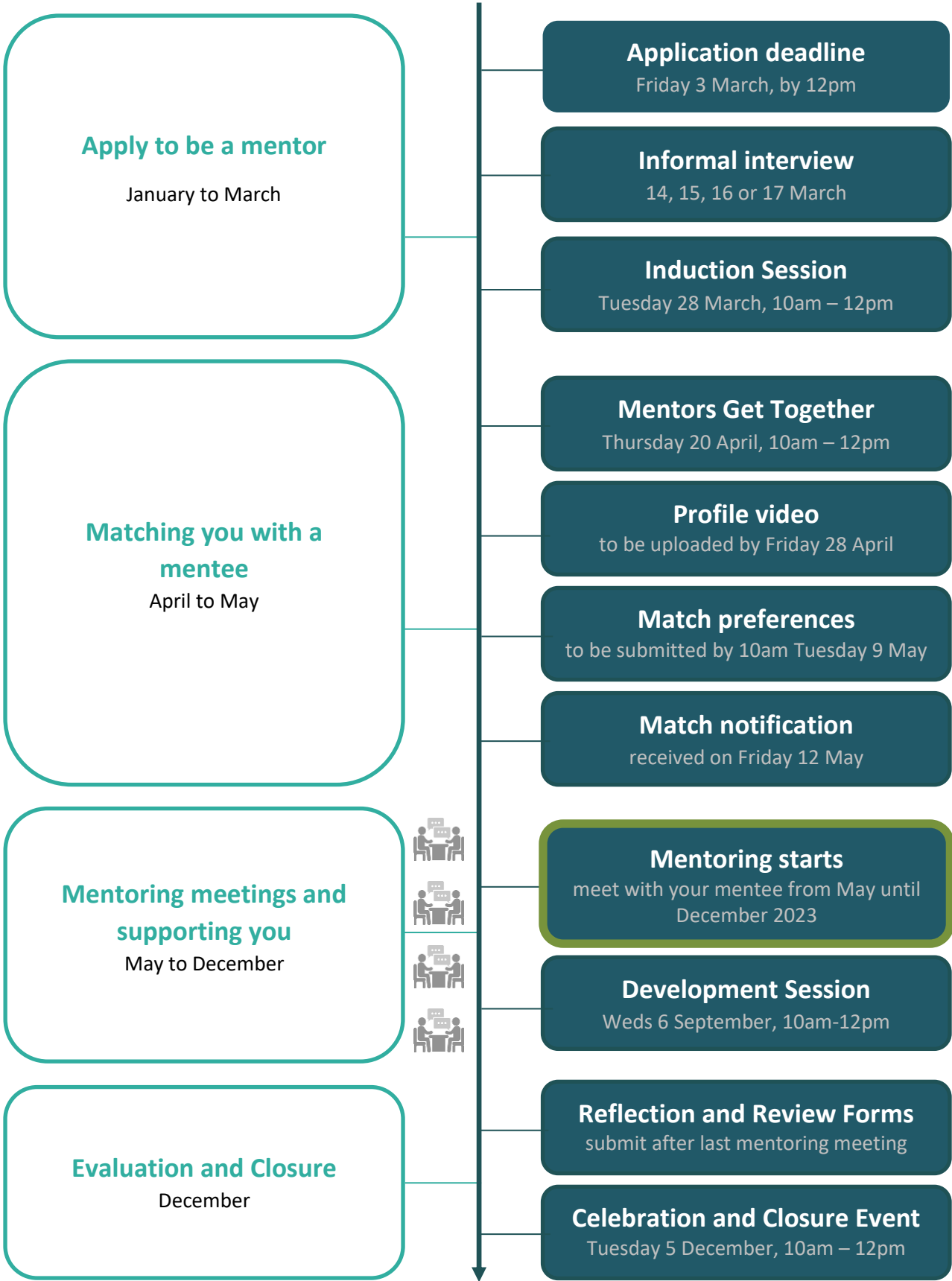
Skills, experience and requirements:

Most of us already have informal mentoring experience. While formal training as a coach or mentor is a benefit, your personal motivation, commitment and skillset are more important. If you can listen, question, problem-solve, support, encourage and challenge appropriately in a way that empowers others and helps them succeed, along with the below – then you have the skillset of a good mentor:

- Experience of mentoring / supervision / helping role and understanding of the role of a mentor
- Supports the ideals and values of the community and voluntary sector
- Has good listening skills
- Can keep confidentiality and maintain records
- Is consistent, reliable, trustworthy, honest, genuine and sees through commitments
- Can maintain boundaries in a professional relationship
- Has skills or knowledge in any of the following areas: fundraising, partnerships, financial management, governance, operations, strategic vision and planning, people management/development, communication, skills and career development, programme delivery
- Can demonstrate commitment to equity, diversity and inclusion
- Willing to engage with a peer-mentor and other support as part of your development

Mentor Timeline 2023

Launch
Tuesday 31 January 2023



December 2023

Application and interview

To apply to be a volunteer mentor, complete our [application form](#) by **12pm on Friday 3 March**, answering all the questions except those marked 'MENTEE 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 can help a mentee with. Please 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 of our volunteers 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.

We will contact you if we have any questions about your application, or to let you know if there is any reason why we cannot proceed. If we don't have any questions, we will be in contact to arrange a date for a short, informal interview with 2 people from the programme. We contact your referee after we've met. We then contact you through PushFar to confirm your place.

Induction

There is an induction session for new mentors on **Tuesday 28 March, 10-12** which will introduce you to our programme, how it works and what mentoring is in this context. There is a Mentors Get Together **Thursday 20 April 10-12**, when you will meet the existing mentors in our pool.

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 mentees and videos will not be in the public domain; they are to help with matching only.

Matching

You then browse mentee written profiles (on PushFar) and their videos and submit a shortlist of your preferred mentees, together with any matches which may be unsuitable. The programme coordinators then meet to match everybody together. We take on board your preferences and those of the mentees to make your match. This may result with you being matched with a mentee 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.

The programme makes every effort to make a suitable match; however **it is not guaranteed** that everyone will be matched with a mentee. Where this is the case, we will have an open and honest conversation about why we couldn't make a match and how much of the programme you would still like to be involved in that year. If we are unable to make a match for 2 consecutive years, we will discuss with you whether this is the right programme for you.

Mentoring

Once in touch through PushFar, you and your mentee will schedule a first meeting. The purpose of this 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 mentee 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 mentee. You should have a minimum of 6 meetings.

Additional Support

We also match you with a mentor buddy, so you have support from someone who has experience of the programme. There is a Mentor Development Session on **Wednesday 6 September 10-12**, to reflect on how things are going so far. 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 with your mentee at the start of your mentoring journey, relating to their organisational and leadership development. We also ask that you help your mentee to complete a Reflection and Review form at the end, to help close the relationship. We will celebrate your achievements at an end of programme event on **Tuesday 5 December, 10-12**.

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.

Any questions? Get in touch:

mentoring@bhcommunityworks.org.uk

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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