

MENTORING DESCRIPTION

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| **Purpose & Summary of the Role:** | The purpose of this role is to support the Mentee to set, work towards and achieve manageable goals to ensure they reach their volunteering potential. Additionally the Mentor may help the Mentee to deal with the transition to their new role, expectations from the club and become used to learning from other volunteers in the club. |
| **Recruitment Period** | Ongoing |
| **Time Commitment** | A minimum of once weekly contact, this can be face to face, phone or email |
| **Task Description** | Support the mentee to make an ‘Action Plan’ outlining their motivation and goalsMeet on a one to one or group basis to review the Mentee’s progress towards their desired goals  * Use questioning techniques to facilitate the Mentee's own thought processes in order to identify solutions and actions * Utilise active listening and communication skills to ensure the needs of the Mentee are being met within the mentoring relationship * Share relevant experiences/problems you have overcome (if appropriate)  Facilitate and encourage autonomous and enquiry-based learning, providing the Mentee with the tools to find their own answersSign-post the Mentee onto other supports in the club should this be necessaryAttend any training provided to ensure the you have the appropriate skills to support the Mentee in their journey |
| **Person Specification** | * A comprehensive understanding of club related activities * Strong communication skills * The ability to work unsupervised * Leadership skills * The ability to break down the role involved, and support the Mentee to have a thorough understanding of this role |
| **Skills & experience likely to be gained from the Role:** | * Mentors will develop the ability to reflect on their own learning * Mentors will be able to identify processes and strategies to assist future learning and mentoring in the club  Through the mentoring relationship Mentors will develop their communication, inter-personal and negotiation skills to a high levelThrough the mentoring experience, Mentors will learn to collaborate with others to further their learning and ability to achieve their desired outcomesMentors will become skilled in seeking, valuing and utilising open feedback |
| **Contact Details for Recruitment** | Please contact \_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club for further details  Phone:  Email: |