SCAPP MAPS Mentor Role Description

**Role:** SCAPP MAPS Mentor (volunteer position)

**Responsible to:** SCAPP Mentoring Coordinator

**Time commitment:** October 2022 – July 2023

**Purpose of role:** By adopting a person-centred approach, MAPS mentors will provide a supportive space for mentees to explore their aspirations, develop their own solutions, overcome barriers, plan for their future and achieve their full potential.

**Responsibilities:**

* To meet the mentee for approximately one hour per month, or 4 - 6 times within the duration of the programme, on a one-to-one basis, for an agreed period of time in a mutually agreed way.
* Attend required mentor training and follow practice outlined in the training, code of practice, and mentor handbook.
* Support the mentee to develop and work towards a mentoring action plan.
* To develop constructive, supportive, solution focussed relationships with mentees and to act as a positive role model.
* Motivate the mentee to explore new perspectives, develop new skills and achieve and sustain personal or professional goals.
* Use strong listening and communication skills and adopt an empathetic, positive approach.
* Participate in monitoring and evaluation and complete administrative paperwork.
* Maintain regular contact with the SCAPP Mentoring Coordinator.
* To adhere to SCAPP and MAPS policies and procedures with a focus on confidentiality, data protection.
* To conduct all work in a non-judgemental, non-prejudicial way.

**Person specification:**

* Experience of management, development and/or leadership in Widening Participation/Access/ Outreach / Evaluation/Research/related roles
* Knowledge and understanding of the WP policy and strategic context.
* Able to commit to complete the required training and provide at least one hour per month (or 4-6 meetings within the programme), to meet with the mentee and undertake the administrative requirements associated with the role.
* Willing to implement the best practice guidance outlined in the Mentor Handbook, Mentor Agreement & Mentor Contract, and follow relevant policies and procedures.
* Ability to work constructively with the mentee and adopt a positive, solution focussed approach.
* A commitment to promoting activities and opportunities which support the mentee to recognise and realise their full potential.
* Possess strong interpersonal and communication skills and the ability to act as a positive role model to the mentee.
* Be willing to network with other mentors, share best practice and participate in evaluation activities.
* Ability to work on own initiative, be well organised and administratively self-servicing.
* Ability to reflect on your practice, self-evaluate and actively seek opportunities for learning and development.

Mentors can contact Mentoring Coordinator Laura Kwiatkowski (SCAPP Learning & Development Coordinator) with questions or concerns throughout the process at any time on [laura.kwiatkowski@stir.ac.uk](mailto:laura.kwiatkowski@stir.ac.uk)