Mentee Role Description

Role: SCAPP MAPS Mentee (volunteer position)

Responsible to: MAPS Mentoring Coordinator

Time commitment: Dec 2026 – June 2027

Purpose of role: The mentee is at the centre of the mentoring relationship, which is guided by their individual needs and aspirations. The mentee communicates their goals with their mentor and is expected to take increased responsibility for their own development and direction during the scheme.

Responsibilities:

- To meet the mentor 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 mentee training and follow practice outlined in the training, code of practice, and mentee handbook.
- Communicate with and develop a constructive relationship with their mentor.
- Consider goals and objectives they have for their career and come prepared to discuss these.
- Listen actively over the course of mentoring conversations and reflect on the questions, advice or suggestions received.
- Use initiative to ask for feedback. Demonstrate that are they open to hearing new ideas and suggestions to bring out their best and overcome any blind spots.
- Take action following on from the discussions in the mentoring sessions.
- Participate in monitoring and evaluation and complete administrative paperwork.
- Maintain regular contact with the MAPS Mentoring Coordinator.

Person specification:

- Hold a role or have a professional interest in Widening Participation/ Access/ Outreach/ Evaluation/ Research or related areas.
- Possess career/ professional objectives and come prepared to discuss these.
- Able to commit to complete the required training and provide at least one hour per month (or 4-6 meetings between Jan & Jun 2027), to meet with the mentor and undertake required actions.

- Prepared to follow processes and procedures outlined in training, the Mentee Handbook, Mentor Code of Practice & Mentoring Agreement.
- Ability to work constructively with their mentor and adopt a positive, solution focussed approach.
- Be willing to network with other mentees, share best practice and participate in evaluation activities.
- Ability to reflect on practice, self-evaluate and actively seek opportunities for learning and development.

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