Mentor Role Description

Role: SCAPP MAPS Mentor (volunteer position)

Time commitment: December 2026 – June 2027

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

Responsibilities:

- Attend required mentor training and follow practice outlined in the training, code of practice, and mentor handbook.
- 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.
- Support the mentee to develop and work towards a mentoring action plan.
- To develop a constructive, supportive, solution focussed relationship with the mentee and to act as a positive role model.
- Motivate the mentee to explore new perspectives, develop new skills and achieve and sustain personal development 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.
- Adhere to SCAPP and MAPS policies and procedures with a focus on confidentiality and data protection.
- Conduct all work in a non-judgemental, non-prejudicial way.

Person Specification:

Essential Criteria

- 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 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 & Code of Practice, and follow relevant policies and procedures.

- Able to work constructively with the mentee and adopt a positive, solution focussed approach.
- Committed 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.
- Willing to network with other mentors, share best practice and participate in evaluation activities.
- Able to work on own initiative and be well organised
- Able to reflect on your practice, self-evaluate and actively seek opportunities for learning and development.

Desirable Criteria

- Experience of management, development and/or leadership in Widening Participation/Access/ Outreach / Evaluation/Research/related roles.
- Knowledge and understanding of WP policy.

This level of knowledge and experience may not be required and will depend on what a mentee's goals are. A peer to peer mentoring partnership may be established, for example, where a mentor and mentee work in similar level roles in their organisations but work with different underrepresented groups.

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