

Employability Mentor Role Description

Responsible for: DMU student / graduate 'mentee'

Responsible to: Employability Mentoring Manager for accountability purposes

Employability Mentoring Project aim: To improve the employability of DMU students using industry mentors

Main role responsibilities

As a 'critical friend', Employability Mentors are able to offer guidance, support and form a positive one-to-one relationship with mentees, who have questions, concerns and aspirations when it comes to their potential career path. Mentors encourage learning by sharing their experiences in order to improve a mentees employability. The mentor's role is to share their experience with the mentee to help encourage them to take responsibility for their career development. Mentors can do this by creating a supportive, challenging and reflective learning environment.

Key mentor tasks include (but are not limited to):

- To undertake mentoring induction and training, provided to you by the Employability Mentoring Project
- To liaise with the Employability Mentoring Project Officer to identify an appropriate mentee to work with
- To provide a safe space in which mentees can talk about a particular issue around employability
- To build an effective short term relationship with a mentee
- To plan mentoring sessions with mentee in advance where the mentee brings their agenda to be discussed
- To listen to and help mentees to identify and address barriers to their employability
- To offer perspective, drawing on own experience in applying for and working in roles in industry
- To work with the mentee and to set and monitor agreed goals in line with the mentees employability
- To keep effective written records of meetings using the forms provided and undertake relevant evaluations

Time commitment (as a broad example)

To commit to working with a mentee for the duration of the mentoring agreement (e.g. usually up to five months and on average for around an hour per discussion. approximately once a month with additional email dialogue).

Safeguarding and wellbeing

- To work according to the guidance of the project and maintain appropriate professional boundaries
- To work with your mentee observing confidentiality at all times
- To respect different cultural values and work in a non-discriminatory manner

Mentor specification

We are looking for mentors who display at least the following:

- At least one years' experience working in industry
- Knowledge and experience of building supportive relationships
- Knowledge and experience of how to network and develop contacts
- The skill of being able to question and challenge constructively
- Ability to use one's own perspective professionally and respect confidentiality

Person specification, qualities and experience

Mentors can provide a wide spectrum of knowledge and experience. We value these perspectives to bring out the best in our students. Whilst such qualities bring a unique combination and value to mentoring, we believe that there are qualities that all mentors should display in their work with mentees. These qualities include a mentor being:

- Enthusiastic
- Reliable
- Friendly
- Positive
- Patient
- Committed
- Engaged
- Supportive
- Interested