

# MENTORING SCOTLAND'S YOUNG LEADERS.

## *Volunteer Mentor role specification*

**The primary goal of a mentor is to build sustainable, trusting relationships with mentees in order to enhance their ability to start, maintain and grow their projects.**

### **The role of a mentor**

Mentoring activities will be undertaken through slack channel exchanges and face-to-face meetings (group) during training days and workshops.

Mentors are required to:

- engage with mentees to agree how mentoring could support their prospective project
- engage with mentees from across the mentoring organisation's participants
- agree a programme of mentoring activity that best meets the needs of their mentee
- encourage their mentee to express and discuss their ideas, concerns and understanding of the business situation facing them
- help mentees to review their progress and set realistic and practical options to realise their goals
- help mentees to reflect on and learn from things that did not turn out as expected
- refer mentees to other sources of information, advice or further support when appropriate
- encourage mentees to take responsibility for their own decisions, plans and actions
- present a positive image of business mentoring and follow the code of practice for the organisation being represented
- keep up-to-date and accurate records of mentee contact

### ***Experience***

- Successful hands-on professional expertise in sport and physical activity or in key business areas including marketing, sales, HR, IT, customer service, research, project management and programme development.

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## Mentor competencies

The mentor needs to possess or develop the following competencies in order to undertake the mentoring role effectively:

### *Skills*

- Excellent communication skills to include active listening and personal presentation skills
- Effective time management
- Relationship building and networking
- Personal development
- Maintaining records and preparing written reports
- Risk management – personal and business related
- Influencing and negotiation

### *Knowledge and understanding*

- The code of ethics/conduct for mentoring as set by the organisation being represented
- Rules on confidentiality and data protection and how to follow them
- The mentoring process to include the mentoring agreement/contract entered into with the organisation being represented
- The mentoring relationship and the importance of using the most effective communication methods to create a productive mentoring environment
- How a business works (essential enterprise know-how)

### *Personal behaviours*

- Respect the mentee's need for information, commitment and confidentiality
- Listen and respond effectively and check understanding
- Adapt their personal style to empathise with a whole range of mentees
- Build and maintain rapport over sustained periods of time
- Invite a two-way exchange of information and feedback with mentees and others
- Display excellent interpersonal skills to include influencing and negotiation
- Take a flexible approach to work
- Be emotionally resilient and be able to work in a challenging environment

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