



# BECOMING A MENTOR



## Our vision

**We will significantly enhance the impact of not for profit sector leaders of today and tomorrow.**

## Mentoring at Tony Elischer Foundation

The core work of the Foundation, to develop future leaders, is delivered through a programme of mentoring with additional supporting activities which help form a community for our cohort of programme participants.

Places on the programme are awarded following a rigorous assessment process and our aim is to deliver a very high quality and highly regarded opportunity for talented fundraisers. This is made possible through our network of highly skilled and experienced mentors.

We facilitate an initial minimum twelve-month mentor/mentee relationship which incorporates between six and eight separate dedicated one to one sessions, at least one of which must be face to face (although this could be virtual). Relationships will be individual and flexible outside of this minimum commitment and may involve more interaction and on a longer-term basis. There may be some additional relationships which are more ad-hoc focusing on specific skills needs.

The individuals benefiting from the Foundation will also become part of a cohort group with a community created which they can use to facilitate further learning and development.

## Mentor profile

We are looking for mentors who are committed to helping us achieve our vision. All our mentors are volunteers who are themselves successful leaders and who want to share their knowledge and expertise. The profile of our mentors is outlined here.

Location	UK and International
Language	English as common language for the programme
Experience	<ul style="list-style-type: none"><li>-Demonstrated success at developing individuals</li><li>-Will have worked or be working in a leadership role in the sector</li><li>-Usually will have had 10-15 years' experience within the sector working at a Director level or in a senior role with significant responsibility and management experience and roles within fundraising and or marketing and communications.</li></ul>

	-Likely to have had previous experience of mentoring and/ or coaching with an understanding of a range of tools, approaches and methods and how to utilise these to support individuals.
Availability	This can be flexible
Commitment	-To agree to mentor or coach at least one individual for a minimum of twelve months. -This to include at least one face to face (or video call) discussions and five other calls of up to one hour. Where possible face to face is preferable. -Agreement to provide mentoring according to the TEF mentoring principles, code of conduct and promise. -Completion of initial induction processing including watching two Insights Discover videos and a briefing meeting (this can be online). -Participation in a mid-point review process providing feedback on the partnership.
Ideal	Able to attend one TEF workshop/seminar meeting a year and deliver an informal session on a key skill/expertise via online tools such as a webinar or at a face to face seminar.
Skills	Self-awareness Able to listen and reflect Constructive feedback Sector knowledge Able to build rapport and positive relationships

## Practicalities

Mentors provide services on a voluntary/pro bono basis in support of the work and aims of the Foundation. Mentors will be asked to note the hours spent in their role as mentor and to report these so that we can record the volume and value of this voluntary support.

## Expenses

Reasonable travel and costs associated with mentoring will be provided.

## Becoming a mentor – application process

The application process includes submission of an online application form via our website accompanied by a CV. This application enables the mentor to demonstrate how they meet the profile and how they are suited to support the individuals on our programme and the areas where support can be provided.

Following submission of the form, prospective mentors will be shortlisted and then have a discussion with the Foundation Director and a TEF trustee to discuss the application in more detail, learn more about how we work and how they would like to be involved. This discussion may be face to face, or via video call.

We may also ask for an endorsement/reference to help ensure we are able to fully understand how a mentor will be able to support our mentees and match them with the most suitable candidates.

The Board of Trustees will review the applications and will approve the new mentors to join the network. The mentors will then be included in the matching process with the next cohort of mentees.

Our group of mentors may not all be actively involved at any one time, depending upon capacity and the suitability and location of our mentees as a match.

## **Quality Management**

All mentors will be asked to sign up to our mentoring principles and promise in relation to the time and type of input they will deliver to the programme participants as a mentor.

Informal coaching/training may be offered to individuals who wish to be mentors but who would benefit from some initial support.

Each relationship will include an initial 'cooling off' option which enables both sides to opt out if the chemistry/ skills do not match. It is recommended that the first meeting focus on rapport building and establishing if the match is likely to be productive and workable from both sides.

For each specific relationship, an initial session will determine clear and specific goals, and this will be outlined in writing and held by the Foundation. We recommend three learning goals to enable clarity and focus. The process for setting these will begin with a discussion with the programme participant and Director, guidelines will be provided to the mentor and mentee and should be finalised in the first full discussion with the mentor.

Ideally, each meeting will start with a discussion to follow up on the work from the previous session and to seek clarity on the participant needs for the session.

Notes should be taken by the mentor and shared with the mentee/ kept as a record of the discussion.

After six months the mentor and programme participant should discuss progress against the objectives as part of their discussions.

Six months into the partnership, mentors will have an update with the Director. This can be a call, online or face to face meeting and will be a chance to review progress

After twelve months (or completion of individual ad hoc interactions) individual progress against objectives will be reviewed by the mentor and programme participant. This will be recorded by Tony Elischer Foundation and the programme completed or further extended.

## **Mentoring Principles and Promise**

All activity will be undertaken within the context of our mentoring principle and promise to ensure that all parties have clear expectations and that the activity achieves high standards for all involved.

An initial agreement must be discussed and mutually agreed using our template. This outlines the framework within which we wish to operate. However, we do not want this to be too restrictive and we encourage mentors to develop the approach which they feel is most appropriate based upon the individuals involved and what will bring out the best in the mentee.

A template document will be provided to each mentor when they are matched with a programme participant.

## **Next steps**

If you would like to discuss becoming a mentor or have any questions, please email the Director [info@tonyelischerfoundation.org](mailto:info@tonyelischerfoundation.org).

[If you would like to apply, please follow the links and information on our website:](#)

<http://tonyelischerfoundation.org/mentors/>





[www.tonyelischerfoundation.org](http://www.tonyelischerfoundation.org)