

Career and Development Mentor

Volunteer Role Descriptor

1. Vacancy reference

VE/CDM/1.0

2. Background

IChemE is seeking to make career and general development mentoring available to all members. This will be a separate activity to the mentoring currently in place that supports members with their chartership application. The requirements of mentees will vary but could include:

- coaching to land their first job
- longer term development activities to progress into leadership roles
- CV review and feedback
- help to prepare for a change of industry or role
- support after returning from a career break
- advice on how to build their professional network
- talking through their longer-term career and development goals and how to achieve them

We are looking for volunteers to be part of a pool of mentors who can offer their skills and experience which can be matched to mentee requests. Phase one of the scheme will be a pilot whereby, through manual matching and seeking feedback from both mentors and mentees, we will seek to identify and understand member requirements to ensure that we provide the appropriate support and resources to make the programme a success. Phase two, seeks to scale up the provision by the roll out of a self-service mentoring matching platform, software designed to:

- make mentoring as accessible as possible to members anywhere in the world
- provide a hub for mentoring resources and
- ease the administrative burden of the scheme

3. Main duties and responsibilities

The primary role of a mentor is to use the experience and knowledge they have gained to help a mentee work towards their future career ambitions, and:

- volunteering time to take a personal interest in others and offer professional friendship
- active listening
- questioning and finding out what is important to others, by exploring their skills, aptitudes and aspirations
- challenging assumptions and acting as a sounding board
- coaching to help them meet specific goals
- respecting confidentiality.

4. Appointment method

Please register your interest [here](#)

5. Period of appointment

Once included in the pool, mentors will be able to accept or refuse mentee requests and have breaks in availability.

6. Commitment required

The time commitment required will vary dependent on the mentee and nature of the support requested. For example, a CV review and feedback session may require a time commitment of two hours in total. For a longer mentoring relationship, it is anticipated that there would be a **maximum** commitment of 1-2 hours per month. The mentor and mentee will need to clarify time expectations in their initial meeting.

Mentors (and mentees) will be able to specify a preference whether mentoring takes place online or in person.

7. Training

Mentor training (as required) and supporting resources will be made available. It is hoped that early adopters of the scheme will give feedback on this provision.

8. Person specification

You will need to be:

- a member of the Institution

A mentor would ideally have:

Skills

- good listening, questioning and feedback skills
- ability to facilitate goal setting and learning
- analytical skills

Attitudes

- an approachable manner
- willingness to share expertise and time
- a desire to make a difference
- commitment to the profession
- Patience

9. Other

Benefits of volunteering

- personal satisfaction that your contribution helps to support and inspire other chemical engineers
- new mentoring skills
- opportunity to gain an understanding of the viewpoints and interests of newer professionals
- provides networking opportunities
- enhances your own CPD for longer term career development

Expenses

It is not anticipated that this volunteering will incur significant expenses. Any expenses will need to be agreed in advance.

10. Additional details

Area of interest that relates to the role:	<ul style="list-style-type: none"> ▪ professional development ▪ helping others to achieve their goals
Is the role location specific?	<ul style="list-style-type: none"> ▪ Optional- mentoring may be offered online or in person
Closing date:	The recruitment for this role is ongoing
For further information please contact volunteer@icheme.org	

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