# Mentor Trainer

## Volunteer Role Descriptor

### 1. Role title and reference.

Regions/MT/1.0

### 2. Background

The professional development of a chemical engineer can greatly benefit from the provision of support and guidance from a trusted professional colleague. This is recognised by many organisations that encourage the use of mentoring by employees. Mentoring provides a valued source of help and counsel regarding career development that is independent of line management and formal appraisal systems.

IChemE recognises the value of mentoring and mentors and is running regular open events and in-company workshops to train the mentors accordingly. For this purpose, knowledgeable presenters/trainers are required.

The sessions are co-led by IChemE staff supported by the Mentor Trainer, who can contribute their professional experience to the session.

### 2. Main duties and responsibilities

As a Mentor Trainer your responsibilities are to:

- be an advocate for IChemE Chartered Membership and professional development
- remain up to date with the IChemE application process and the requirements to become Chartered
- delivery and facilitating the discussion of pre-prepared materials
- providing encouragement and support to other mentors during the training session
- helping to continually improve the mentor training experience

### 3. Appointment method

To apply please provide a short statement of why you are interested in the role and any relevant experience to volunteer@icheme.org

### 4. Period of appointment

For consistency we would appreciate a minimum commitment of one year.

### 5. Commitment required

You will:

- have knowledge and access to Microsoft Teams and SharePoint
- support the delivery of a mentor training session (on average four times per year)
- attend preparation meetings and discussions prior to supporting the training sessions
- be familiar and up to date with the mentoring IChemE materials

Although most of these sessions will take place virtually, there is an option to attend face to face delivery of mentor training sessions

### 6. Training

All the materials needed for the mentor training session will be provided.

You will be invited to observe mentor training sessions delivered by other Mentor Trainers.
As part of your induction, there will be a discussion with the Regions Team who will co-host the sessions with you.

Other standard volunteer training is required, eg General Data Protection Regulations (GDPR) training, will be provided by IChemE. In some instances, an annual update may be required.

7. Person specification

You should:

- be an experienced Chartered Chemical Engineer (MIChemE or FIChemE)
- have mentored an individual either on an IChemE Accredited Company Training Scheme or as a Member Group Mentor successfully to Chartered Engineer status.
- have experience and be comfortable with presenting to large groups of people, in an online or face to face environment.
- be able to openly take questions from the audience.

It would be an advantage (but not essential) if you have experience with the IChemE Chartered Member application process. Relevant experience could include but not limited to being an IChemE assessor, an IChemE interviewer, a reviewer of Chartered Member applications, an experienced mentor, a Manager of an Accredited Company Training Scheme or held a position on one of our election panels.

8. Others

Benefits of volunteering

- personal satisfaction that your contribution helps to support a global network of chemical engineers
- provides extensive networking opportunities
- enhances volunteer’s own CPD (Continuing Professional Development) for longer term career development and their professionalism in a wider context than their own specific job role / professional interests
- enhances the volunteer's knowledge of chemical engineering and the opportunities it may offer

Expenses

As most training sessions will be delivered online it is not anticipated that this volunteer role will incur significant expenses. Expenses incurred while delivering face to face training (e.g. travel) should be agreed in advance.

Additional details

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<tr>
<th>Area of interest that relates to the role</th>
<th>education</th>
<th>professional development</th>
<th>membership</th>
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<tbody>
<tr>
<td>Is the role location specific?</td>
<td>No</td>
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<tr>
<td>Number of roles available</td>
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<td></td>
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<tr>
<td>Closing date:</td>
<td>29 February 2024</td>
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Author: Chelly Walmsa
Date: June 2023