



# Murray Edwards Alumnae Mentoring Programme

## Introduction

We are now recruiting for the seventh year of our mentoring programme. Last year saw 70 mentor/mentee pairs forging successful relationships, and the feedback we have had has been incredibly positive.

As you may know, the results of our 'Women Today, Women Tomorrow' alumnae survey highlighted the need for a mentoring scheme. It identified that those who are **5-15 years out of University** particularly feel the need for support and reflection. As a result, we have structured our programme to group this cohort of mentees with mentors more established in their careers.

## Why take part?

- As a mentee, you will benefit from a confidential space in which to discuss and clarify your career and personal goals, and to create an action plan for achieving realistic goals in small steps that you can work towards between meetings.
- You will be encouraged and challenged to consider issues and come up with your own options for how to move forward in ways that you might not otherwise have time or space to focus upon.
- Mentorship will provide you with an exciting opportunity to take stock and review the options for your future, to focus upon your career development and work/life balance.
- Mentoring is a great way to deepen your professional network while contributing to the College's alumnae community.

## As a mentee you will:

**[Please ensure you read these carefully and confirm you agree by ticking 'yes' in question 16 of the application form]**

- Reflect on your current situation and your aspirations
- Develop your own solutions and strategies for dealing with both personal and work-related issues
- Increase your confidence and become more empowered to make decisions
- Identify goals and establish a sense of direction
- Receive practical advice, encouragement and support
- Learn from the experiences of others
- Gain valuable insight into the next stage of your career.

## Further information

### Programme objectives

The Alumnae Mentoring Programme focuses on mentoring needs relating to the workplace (including career change and career progression, returning to workforce after maternity break,



working internationally, working in male dominated fields, working as freelance and setting up a start-up, etc.).

Areas for discussion are up to you and will relate to your needs. The aim is for you to explore your potential and to develop your ability to act for yourself in relation to your goals and objectives.

## Matching criteria and process

The College will use the information provided by potential mentors and mentees to establish which would be best suited to one another. Sometimes matching will relate to professional experience, but it may also relate to a range of other things that you, as a mentee, are looking for.

Once a suitable match has been established, the Development Team will send you details of your provisional choice of mentor. You then have the option to get in touch with the mentors for an initial discussion. If, after this, you think that a particular mentor is a good choice for you, you will then need to get in touch with the mentor to **accept the offer to work with them** and, once the College has confirmed the partnership, begin your mentoring relationship. Please note that it is unlikely there will be another choice of mentor within this round if you do not go with the match offered to you.

Please read the 'Timeline and Process' section for the full breakdown of stages and instructions for participants.

## Time, commitment and communication

The time dedicated to the mentoring relationship and length of the relationship will be dependent on your goals and needs as a mentee. Meeting arrangements will need to be negotiated between you and your mentor at your initial meeting.

The length of your mentoring relationship is also up for negotiation. The commitment for the programme is **six months in the first instance**, with the option of continuing for a further period, if both parties agree. In ending the mentoring relationship, you may agree that it has come to a natural conclusion, or that it no longer serves the purpose that it was designed to.

Communication between you and your mentor could take the form of **meeting in person**, responding to emails, speaking over the **phone**, or **online**.

### Mentees commit to the following:

- To understand that the programme is mentee-driven and be responsible for making contact with and responding to your mentor appropriately and in a timely fashion.
- Being pro-active in organising the meetings, preparing for meetings beforehand and carrying out any follow up work towards achieving goals between meetings
- To understand that you will be a mentee with one mentor assigned to you, that the mentoring partnership with your mentor is 1:1 and is confidential
- To provide prompt feedback to the Development Office by participating in the online survey provided by the College after the initial six month period of your mentoring partnership
- To contact the Development Office if you feel overwhelmed or unsure about the mentoring partnership at any point.



## Timeline and Process

- **14 November:** Applications close
- **November/December** we will carry out the **matching** process, and inform you as to whether you have found a match
- **January:** You should then review the **potential mentor's details** and get in touch with them for an initial chat if you think they could be a good match
- You can accept the match if you are happy with it by **confirming your decision** with your selected mentor and with the Development Office.
- If you think the mentor offered is not appropriate for you, you can decline the offer by informing the Development Office accordingly, so that we can update the mentors of your decision if appropriate.
- **February– July:** The **individual meetings** between you and your mentor will take place during this time
- **June/July: End of mentoring partnership** review and evaluation, including feedback via participating in an online survey provided by Murray Edwards College.

## What happens next?

If you would like to participate, please complete and return the online application form by **14 November 2021**.

If we are not able to match you with a suitable mentor in this round, we hope to offer you the opportunity to find a suitable mentor in the future. We can also search our database for a more informal mentor from our alumnae body.

If you have further questions, please do contact the Development Team by email: [newhallsociety@murrayedwards.cam.ac.uk](mailto:newhallsociety@murrayedwards.cam.ac.uk) or calling 01223 762234.

## Legal Terms and Conditions

Any data that you share on your application and through communications with the College will be used in accordance with the College's Privacy Statement which is available [here](#).

The College is not liable for advice given or received within your mentoring relationship.