



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?

- Share your experience and expertise
- Strengthen your professional skillset. The resources, training, and experience you will gain throughout the programme will add to your existing expertise
- Gain a sense of personal satisfaction in helping to develop the potential of others
- Enhance your professional network. By working with your mentee and meeting fellow mentors and participating in the programme, mentoring is a great way to extend your network across the College's alumnae community

As a mentor you will:

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

- Help a fellow alumna to succeed, and contribute to her professional and personal development
- Participate in training offered to mentors in the beginning of the mentoring relationship
- Provide a confidential space to guide and empower your mentee to create an action plan of realistic goals that they can work towards between meetings
- Listen, challenge and question
- Encourage your mentee to think independently and come up with their own solutions to problems
- Act as a non-judgmental, neutral advisor, respecting your mentee's confidentiality at all times
- Share (when asked) your skills, knowledge and experience
- When relevant, point your mentee to additional resources
- Invest some time and effort on behalf of your mentee, with pre-arranged agreements on the content, frequency, and objectives of your meetings



Further details

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 will relate to your mentee's needs. As a mentor, you will ask more questions than provide answers. The aim is for your mentee to explore their potential and to develop their ability to act for themselves in relation to their goals and objectives. Mentoring is mentee-led, in that your mentee will be responsible for setting the agenda, planning goals and completing actions that have arisen from your meetings.

How does it work?

Matching criteria and process

The College will use the information in the applications provided by potential mentors and mentees to agree an initial match with each mentee. Sometimes matching will relate to professional experience, but it may also relate to a range of other things that your mentee is looking for.

Mentees will be sent the application data provided by the provisionally matched mentor. The mentee will then have the option to get in touch with the mentor for an initial discussion. If the mentee would like to go ahead with the selected mentor, they will get in touch with the mentor to discuss this and will inform the Development Office Team about their choice of mentor.

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 partnership and length of the relationship will be dependent on the goals and needs of the mentee. Meeting arrangements will need to be negotiated between you and your mentee at your initial meeting when the ground rules for the mentoring relationship will be agreed between you.

Similarly, the length of your mentoring relationship is also up for negotiation. We suggest that 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 mentee could take the form of **meeting in person**, responding to **emails**, speaking over the **phone**, or **online**.



Mentors commit to the following:

- To understand that the programme is mentee-driven and that they shall respond responsibly to the mentee at all times.
- To treat all correspondence and conversations with mentee confidentially
- To take part in training offered to mentors in the beginning of the mentoring relationship if at all possible
- To provide prompt feedback to the Development Office at Murray Edwards College at the end of the mentoring programme.
- To contact the Development Office for assistance if they feel uncomfortable or overwhelmed at any point in the programme, or wish to withdraw.

Training and support

We will offer free training for mentors in February 2021 (date tbc). The trainers have many years of professional experience in personal development training.

N.B. If you are successfully partnered with a mentee it will be mandatory to attend at least ONE session of mentor training if you have not done so in the previous runs of the programme, unless you are a coach or have extensive mentoring experience.

The training programme will cover:

- Discussion of what mentoring is and is not
- Characteristics and skills of a successful mentor/mentee
- Objective setting and ground rules between mentors and mentees
- Discussion of frameworks, potential challenges to avoid, and maintaining boundaries
- Summary of learning points and provision of other resources.

The attendance of this training by mentors successfully partnered with mentees will help you to prepare for your mentoring relationship prior to your first meeting with your mentee. We will also suggest other online training and information resources you can use. There is also an established Facebook group for mentors, which you will be eligible to join.

Timeline and Process:

- **14 November:** Applications close
- **November/December:** The Development team will carry out matching of mentees with suitable mentors
- **January:** The College offers mentees a **provisional choice** of a matched mentor, providing them with the information that mentors have submitted in their applications. Mentees will review the mentor's profile alongside their own objectives set through their preparation guidelines, and are advised to contact the provisional mentor for an **initial discussion**. If the mentee would like to go ahead with the match they will let you and the Development Team know. The College will then contact you to confirm the mentoring partnership before letting both you and the mentee know that the match has been successfully established. If you do not think you are a suitable mentor for a particular mentee, please contact the Development Team.



- If the mentee does not think you suit their particular needs at this stage the Development Team will confirm this with you. We may offer you as a potential mentor for another mentee, who will follow the process outlined above.
- **January** Initial discussion between mentees and mentors
- February 2022 – July 2022: The **individual meetings** between you and your mentee will take place during this time
- June/July 2022: **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 attached application form **by 14 November 2021**.

If you have further questions, please do contact the Development Team. You can reach them by emailing newhallsociety@murrayedwards.cam.ac.uk or calling 01223 762234.

Whether or not you are partnered with a mentee in this round of matching, we would very much like to keep your details available as a potential mentor for the next phase of the programme.

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.