

## **Mentor Job Specification**

### **Purpose**

To build sustainable, trusting relationships with mentees in order to enhance their ability to start, maintain and grow their businesses.

### **Mentor Role**

It is perceived that mentoring activities will be undertaken using a range of interventions to include face to face meetings (one to one or group), telephone discussions and e mail exchanges. Mentors will be required to:

- Engage with mentees to agree how mentoring could support their prospective or existing business
- Agree a programme of mentoring activity which best meets the needs of their mentee
- Encourage their mentee to express and discuss their ideas, concerns and understanding of the business situation facing them
- Help mentees to review their progress and set realistic and practical options to realise their goals
- Help mentees to reflect on and learn from things that did not turn out as expected
- Refer mentees to other sources of information, advice or further support when appropriate
- Encourage mentees to take responsibility for their own decisions, plans and actions
- Present a positive image of enterprise mentoring and follow the code of practice for the organisation being represented
- Keep up to date and accurate records of mentee contact in line with requirements of organisation being represented

### **Mentor Competences**

The mentor will need to possess/develop the following competencies in order to undertake the mentoring role effectively.

### **Skills**

- Excellent communication skills to include active listening and personal presentation skills
- Effective time management
- Risk management – personal and business related
- Relationship building and networking
- Personal development
- People development
- Influencing and negotiation
- Maintaining records and preparing written reports

## **Knowledge and Understanding**

- The difference between the role of a mentor and the role of other business support professionals e.g. coach, adviser or consultant
- The code of ethics/conduct for mentoring as set by the organisation being represented
- Rules on confidentiality, safeguarding and data protection and how to follow them
- The mentoring process to include the mentoring agreement/contract as deemed by the organisation being represented
- The mentoring relationship and the importance of using the most effective communication methods in order to create a productive mentoring environment
- How a business works (essential enterprise know how)