

Role Description and Eligibility Criteria for a Professional Contributor Role

Role	Mentor
Term of Office	Minimum one year
No of Meetings	The number of meetings will be agreed between the mentor and the mentored person at their first meeting as will the expected duration of the partnership. The first meeting of the mentoring relationship can be face to face within the UK and these travel costs will be covered by IPEM. Accommodation expenses will not be covered. IPEM will provide free access to web meetings or video conferencing (as opposed to telephone communications) if required.
Appointment starts	On completion of the training course on-line.
Description of the role	<p>To act as a facilitator, role model and confidant to the mentored person.</p> <p>To create a safe, open, honest, confidential environment for the mentored person.</p> <p>To review at agreed intervals that the partnership is working and whether the mentored person is achieving their previously agreed roles.</p> <p>To review, evaluate, acknowledge achievements and provide honest and constructive feedback to the mentored person.</p> <p>Geographical location will be taken into account, where possible, when matching mentors to mentored persons.</p> <p>Applicants for this role should note that this is a traditional mentoring relationship and is not comparable to a training supervisor role.</p>
Training provided	Successful applicants will be required to complete a one hour online training programme – details of this will be provided at a later date.
Eligibility requirements	<p>Must be a Fellow or Full Member of IPEM.</p> <p>Previous experience in a similar role would be useful.</p> <p>An effective communicator skilled in relationship management, time management, learning facilitation, motivation, goal setting, action planning, conflict management, problem solving, two way feedback and reflection.</p>