

Mentoring Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

First Issued	January 2025
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1 Introduction

- 1.1 We are committed to investing in the development of all our employees. To this end, we have put in place a mentoring programme aimed at giving employees access to a mentor for support and guidance. We believe that this will give you an opportunity to help you grow and advance in your career.
- 1.2 This mentoring policy has been designed to complement other training and development policies and activities within the organisation and your own CPD.
- 1.3 This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

2 Scope

- 2.1 This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

3 What you will gain from the mentoring programme

- 3.1 During the mentoring programme, you will be provided with:
- 3.1.1 an opportunity to learn from a mentor who is experienced and will share their knowledge and understanding in a way that is supportive and generous;
 - 3.1.2 a structured approach to your career development that embraces opportunities for you to learn and develop your skills;
 - 3.1.3 information on your progress and development that is in addition to that given within the performance review process; and
 - 3.1.4 an opportunity to network with the connections of your mentor.

4 How to apply

- 4.1 The mentoring scheme is available to those employees who have demonstrated particular achievement within their job role, who have an interest in moving forward, and who show considerable promise.
- 4.2 There may be occasions where certain members of staff, such as new recruits, may also benefit from a period of sustained support through a mentoring programme.
- 4.3 If you would like to take part in the mentoring scheme either as a mentor or mentee, you should submit your request in writing to your Line Manager. Decisions on the suitability of staff to be mentored and the applicability of mentoring programmes will generally be determined by your Line Manager.

5 How mentors and mentees will be matched

- 5.1 If you are selected to take part in the mentoring programme, your Line Manager will arrange a meeting with you to discuss the choice of mentor or mentee.
- 5.2 The match will be based on the perceived 'best fit' of both parties, in terms of overall attitude, approach and experience.
- 5.3 In the event of a "mismatch" occurring between the mentor and mentee, your Line Manager will seek to find a substitute.

6 Role and responsibilities of the mentor

- 6.1 As a mentor, you are responsible for ensuring that you:
- 6.1.1 enter into a mentoring action plan with the mentee covering the frequency of meetings, measures that you will take to support the mentee, the provision of feedback and timescales;
 - 6.1.2 encourage regular meetings with the mentee and monitor progress against this;
 - 6.1.3 liaise with the mentee's Line Manager over the mentee's personal development plan and find ways of helping to take this forward;
 - 6.1.4 encourage networking on the part of the mentee to progress their career as appropriate;
 - 6.1.5 help to evaluate the overall mentoring process and its outcomes; and
 - 6.1.6 take responsibility for the mentor/mentee relationship and its success within the scheme.

7 Role and responsibilities of the mentee

- 7.1 As a mentee, you are responsible for ensuring that you:
- 7.1.1 initiate regular meetings with the mentor within an agreed time frame
 - 7.1.2 liaise with the mentor about any alterations required to the personal development plan (PDP);
 - 7.1.3 monitor the progress of your PDP and deal with any problems or issues arising from it; and
 - 7.1.4 take responsibility for the mentor/mentee relationship and its success within the scheme.

8 Training

- 8.1 We are committed to ensuring that all mentors receive training to ensure the success of the mentoring programme.
- 8.2 It is hoped that this training will help staff to understand the differences between training and development, coaching, and mentoring.

9 Length of mentoring programme

- 9.1 Decisions on the length of the mentoring programme will be determined by individual needs.

10 Confidentiality

- 10.1 All discussions held between mentor and mentee will be in confidence. Where your Line Manager is involved in any issue, there may be a requirement to include these individuals in the discussion.

11 Review

- 11.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

12 Definitions

- 12.1 The Foundry ("we", "us", "our")
- 12.2 The Employee ("you", "your")

Document control box

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