

**Mentoring for All** – inclusive mentoring for the sector

Application Pack

*“Having a mentor with considerable experience and insight has enabled me to explore key areas of development in my career and personal qualities… it has given me the support and encouragement to make progress in my professional development”*

*“I wanted to be a mentor to ‘give something back’, helping those new to the sector navigate their new experiences, make connections and ultimately make a difference. Being able to share my insights has built my own confidence, and the situations my mentee brought to our meetings made me think how to apply my own insights in different ways. Mentoring is something I truly love and I am looking forward to my next mentee relationship now”*

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**What is Mentoring for All?**

Mentoring for All is a mentoring scheme – not restricted by a specific development programme or workplace – that is truly open to, and for, everyone in the museum sector. The scheme will be a catalyst that enables people working in the sector to reach their full potential; developing their professional and personal skills; building confidence and resilience.

The recent sector workforce review, Character Matters,[[1]](#footnote-1) recommended that a comprehensive mentoring scheme, available to people at all stages of their museum career, would be of great benefit to the sector and its workforce. Arts Council England (ACE) and the Museums Association (MA) have developed Mentoring for All in response to this. Mentoring for All is being delivered by the MA on behalf of the sector.

Based on research of mentoring across a range of sectors, the MA is now seeking mentors and mentees to become the first cohort in the Mentoring for All pilot. The pilot will be fully evaluated giving participants an opportunity to provide feedback and influence its long-term development with future roll outs.

**What is mentoring?**

Mentoring is a way to enhance performance through discussion, reflection and challenge.

Being involved as a mentee means you will have the opportunity to work with, and receive confidential support and advice from, mentors working in the museum sector; and mentors will have the opportunity to share and utilise their skills and experiences to help develop mentees’ confidence and capabilities; as well as their own.

**What are the benefits of mentoring?**

Mentoring has benefits for both mentors and mentees:

Benefits for mentors

* Support the personal and professional development of mentees;
* Develop mentoring and communication skills;
* Develop greater insights into the museum sector; and
* Expand your professional network.

Benefits for mentees

* Reflect upon and clarify personal and professional goals;
* Develop skills and greater insight into the museum sector;
* Increase confidence and develop other personal qualities, such as resilience; and
* Expand your professional network.

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**What are the details?**

* We will recruit 19 mentees and 19 mentors to the pilot – in England and Scotland.
* Mentoring for All will commence in **June 2017** and end in **November 2017**.
* Shortlisted applicants will participate in a telephone interview on **3or 4 May 2017** (daytime or evening).
* Successful applicants will be asked to have a short telephone matchingconversation on **9 or 10 May** **2017** (daytime or evening) which will support the best allocation of mentor to mentee and vice versa.
* It is anticipated that mentoring meetings will take place once a month at times and locations to suit mentors and mentees. How and where you want to meet will be discussed at the first mentoring meeting.
* Each mentor-mentee pair will be from different organisations.
* We will run one-day workshops for mentors and mentees at the ACE offices in Birmingham on **16 May** **2017**. These sessions will provide an opportunity to learn more about Mentoring for All, the role of mentors and mentees, the skills required, and how to get the most out of mentoring.
* If you are unable to attend any of these dates because of circumstances that are beyond your control, such as health issues or prior commitments, please let us know as soon as you can.
* Mentors will also be asked to attend a workshop in Birmingham on **13 September 2017,** at which they will be offered further group supervision and training, and to participate in the interim evaluation.
* Extra materials and access to online platforms for support will be provided during Mentoring for All.
* Travel expenses are available for mentors and mentees to attend the workshops, where applicable, and also to have face-to-face mentoring meetings, within reasonable limits.
* Mentoring for All is a pilot. We will thoroughly evaluate everyone’s experiences, before, during, and at the end. All mentors and mentees are expected to take part in this evaluation.

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**Who can apply for Mentoring for All?**

* Mentoring for All is open to paid employees, freelancers/consultants and volunteers currently working in the museum sector across England and Scotland. There is no requirement to be a member of the MA.
* Students who volunteer in the museum sector and those who have previously been mentored are welcome to apply.
* Mentors must have over five years’ experience in the sector. We welcome applications from those who have previously been mentors, are currently mentors and those who would like to be a mentor.
* Mentors and mentees must be committed to active participation.
* We want to ensure the pilot reflects the diversity of the sector. We want participants to come from a wide range of museum types, locations and roles – paid employees, freelancers/consultants or volunteers. This diversity aspiration will influence the final pilot cohort.

**Mentoring for All is looking for people who…**

* want to challenge themselves;
* are committed to professional development;
* want to make a difference to the sector; and
* believe museums can influence society.

**What are you looking for in mentors?**

We are looking for mentors who can demonstrate:

* strong, clear reasons for why they want to be a mentor;
* an understanding of how participation could support them to reach their personal and professional needs;
* an ability to apply learning in their professional practice after attending training, coaching or mentoring themselves; and
* some knowledge and skills that is relevant to mentoring.

Mentors do not need to have prior experience of being a mentor.

**What are you looking for in mentees?**

We are looking for mentees who can demonstrate:

* strong, clear reasons for why they want to be a mentee;
* understanding of their personal and professional development needs; and
* how participating in Mentoring for All could support them.

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**What are the key dates?**

* All applications should be submitted by **10am, 24 April 2017**.
* We will review applications and contact all applicants, whether or not they have been shortlisted, by **27 April 2017.**
* Shortlisted applicants will be invited for a short telephone interview on **3 or 4 May 2017**. Interviews will take place during the daytime and evening.
* All shortlisted applicants will be contacted by **5 May 2017**, and those successful applicants will be invited for matching conversations on **9 or 10 May 2017**. All paired mentors and mentees will then attend workshops in Birmingham on **16 May 2017.**
* The mentoring relationships will commence in June and finish at the end of November. Mentors will be asked to attend a workshop on **13 September** **2017**, at which they will be offered further group supervision and training, and to participate in interim evaluation.

**Is there anyone I can ask questions about Mentoring for All or the application process?**

Yes. You can contact Tamsin Russell, professional development officer, MA, on: tamsin@museumsassociation.org / 01383 823 138 (direct line) / 07435 288 513 (mobile).

Tamsin will also be hosting two chats on Twitter to answer any questions you might have about the Mentoring for All scheme and/or application process. The chats will be held on:

* **Tuesday 11 April 2017, 1pm – 2pm**
* **Tuesday 18 April 2017, 1pm – 2pm**

To ask questions, please include the hashtag #MentoringForAll in your post. You can also follow this hashtag. After the chats, you can see what participants said by searching for #MentoringForAll.

If you are unable to join during the allocated times, please tweet your questions to the MA (@MuseumsAssoc) including the hashtag #MentoringForAll.

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**Frequently Asked Questions**

1. **Can I apply if I am already being mentored?**

We want to be able to evaluate the impact of Mentoring for All and this will be more readily achieved if this is the only mentoring relationship in place. This is a pilot and so there will be opportunities to participate in the future.

1. **Do I have to have mentored before?**

Mentors do not need to have prior experience of being a mentor.

1. **Can I send you my CV?**

No. CVs will not form part of the selection process; only application forms will be considered. Please send us your completed Application Form by **24 April 2017**.

1. **If I am not offered a place on the pilot, can you give me feedback?**

Yes, we are very happy to give feedback following the application and interview stages. We will also point you in the right direction for other mentoring opportunities.

1. **When I return my Application Form, will you acknowledge receipt?**

Yes, we will send a short email response to confirm that your Application Form has been received.

1. **Why do you want to know details about equality and diversity?**

We want to ensure that all of our programmes are as inclusive as possible. One way of doing this is to identify whether there is diverse participation. The way in which we do this is by gaining a better picture of who was attracted to applying; who was offered a place, and understanding individuals’ experiences. If through this evaluation we find that we have not been as inclusive as possible we can make improvements for the future.

The information requested reflects the nine protected characteristics of the Equality Act 2010.

We appreciate that people may not want to define or self-identify based on the characteristics included and, as such, for each characteristic we have given the option to ‘Prefer not to say’.

In addition to the nine protected characteristics, we know that social mobility is also a challenge within the sector and that more diverse routes are being sought for entry and progression. To that end, an additional question relating to socioeconomic status,[[2]](#footnote-2) although not protected by the Equality Act, has been included using the proxy indicator of educational attainment.

Individual diversity profiles will not be used for short-listing purposes. However, where reasonable adjustments are required to support participation we would encourage disclosure so we can be as supportive as possible.

If you have any other questions relating to the Diversity Monitoring Form then please contact Tamsin Russell, professional development officer, MA on: tamsin@museumsassociation.org / 01383 823 138 (direct line) / 07435 288 513 (mobile).

1. **How often do we meet?**

Mentoring for All has been developed to have a focussed mentoring relationship over six months. We anticipate that mentees will meet mentors once a month.

1. **Where do we meet?**

Many mentoring relationships are developed through face-to face meetings; these face-to-face meetings can take place onsite or at any location. Mentoring for All wants to meet the needs of its participants and as such mentoring can also take place through, Skype, telephone, Facetime or whatever works.

1. **What happens at the end of the pilot?**

The evaluation will show us what works for the sector and what doesn’t; this will shape and inform the approach the sector takes with respect to mentoring in the future.

1. **How can I make my application stand out?**
* Read the Application Pack;
* Complete all sections of the Application Form;
* Be concise and make the most of the word count.
* Before completing the Application Form, take time to reflect on your motivations for applying;
* Be honest about your motivations and what you hope to develop as a result of participating in Mentoring for All. There are no wrong answers;
* Be yourself and write in a way that feels comfortable for you. Where possible, use examples to illustrate what you are saying and give compelling reasons for wanting to participate in Mentoring for All; and
* Get someone to look over your application to ensure you have covered all the requirements.
1. **Where do I go/who do I contact if I have any other questions?**

You can contact Tamsin Russell, professional development officer, MA, on: tamsin@museumsassociation.org / 01383 823 138 (direct line) / 07435 288 513 (mobile).

1. <http://www.artscouncil.org.uk/sites/default/files/download-file/ACE_Museums_Workforce_ABS_BOP_Final_Report.pdf> [↑](#footnote-ref-1)
2. Socioeconomic status (SES) is a measure of one’s access to collectively desired resources and is a fundamental construct in the social and health sciences. SES matters because it has been related to health and life outcomes for as long as social groups existed [↑](#footnote-ref-2)