Museums Association Applicant Information Pack
Mentoring for All Mentor
June 2023

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Welcome letter from the Volunteer Manager

Thank you for your interest in becoming a mentor for our Mentoring for All programme.

I am delighted you are considering this volunteering opportunity and I hope the information pack gives you an insight of who we are and what we do.

The Museums Association (MA) is a values-led campaigning organisation, and we believe in the power of museums, and everyone who works in and with them, to make a positive difference to people's lives.

In this exciting volunteer role, you will have the opportunity to support museum professionals realise their potential, through a 12-month mentoring relationship.

We hope the following information will encourage you to apply and we look forward to receiving an application.

You can contact me by email tamsin@museumsassociation.org if you have any further questions about this volunteering role.

Best wishes

Tamsin Russell, Workforce Development Lead
About us

We are a dynamic membership organisation that campaigns for socially engaged museums and a representative workforce. We work ethically and sustainably and collaborate with partners where we have common aims and values. We advocate for and support museums and everyone who works in and with them so that the value and impact of museums and their collections is realised.

We are the only organisation for all museums in the four nations of the UK. We recognise the differences in context, culture, legislation, policy and practice between the nations and we strive for equitable treatment for all our members in the UK. We are independent and not-for-profit and advocate for museums without fear or favour from governments or funding influences.

Our mission

Inspiring museums to change lives.

Our vision

Inclusive, participatory and sustainable museums at the heart of their communities.

Our values

• We lead with courage and passion.
• We champion diversity and equity.
• We work collaboratively, inclusively and ethically.
• We campaign for social and climate justice.
• We lead change by example.
About the programme

Mentoring for All is a cohort mentoring programme, this means that everyone starts their mentoring journey together.

Mentoring for All is not restricted by a specific development programme or workplace, it is truly open to, and for, everyone in the museum sector, employees, volunteers and freelancers, across the UK.

The programme lasts for 12 months and hopes to support mentees to develop confidence, competence, contributions and connections within the sector.

Over the 12 months, you will have a 1.5 hour getting to know you session, and then six 1.5-hour mentoring sessions, with one of the Museums Association’s mentors, with a final 1.5-hour reflection session at the end of the programme.

As this is cohort-led mentoring all mentees will have the option to connect with other mentees informally, and more formally at the following points during the programme - 3 months, 6 months, 9 months, and 12 months, as part of a facilitated conversation.

Mentees and mentors will be matched as part of this process, following successful application to participate, with all the mentoring relationships commencing in November 2023 and ending in December 2024, inclusive of an evaluation phase.

We are seeking 24 mentors for the Mentoring for All programme.
Mentoring for All in detail

- We are recruiting 24 mentors across the UK and will be recruiting 24 mentees later in the summer.
- Each mentor-mentee pair will be from different organisations.
- We are running four informal Q&A sessions about the programme and the selection process for mentors on Teams and Zoom in July 2023:
  - 3 July 2023, 1800 – 1900, Zoom
  - 4 July 2023, 1000 – 1100, Teams
- To book a place at one of these sessions and to receive a link then please email cpd@museumsassociation.org
- All mentor applications should be submitted by Thursday 27 July 2023, 1159pm
- We will review mentor applications and contact all applicants, by email, whether they have been shortlisted, by mid-August 2023.
- Shortlisted mentor applicants will be invited to participate in an online interview and exercise towards the end of August 2023.
- Successful mentors will be invited to an online orientation workshop in September 2023, where we will provide an opportunity to learn more about Mentoring for All, the role of mentors and mentees, and the skills required.
- This workshop will be supported by a dedicated Museum Essentials online learning course that can be completed between September and December 2023. Mentors will be further supported by informal online group supervision at points during the programme.
- The mentoring relationships will commence in November 2023 and end in December 2024.
- It is anticipated that 1.5-2-hour mentoring meetings will take place online every other month, at times and using platforms to suit mentors and mentees.
- The cost to participate as a mentee in the programme is £120.00.
- As part of our commitment to a diverse and inclusive workforce we have a number of fully funded Inclusive Places, for individual MA members who face barriers due to ethnicity, disability, socio-economic background, and gender identity or sexual orientation (LGBTQ).
- Support for those self-funding is also available through the Museum Support Fund
Frequently Asked Questions

1. Can I apply if I am already mentoring someone?

We are conscious of capacity within our workforce and want to ensure that wellbeing is maximised. This is a 12-month commitment, with 12 hours of direct mentoring, alongside informal supervision, as such you need to understand your own workload, availability and commitments. If you want to talk about this then please email Tamsin Russell, Workforce Development Lead, tamsin@museumsassociation.org

2. Do I need to have mentored before?

Mentors do not need prior experience of being a mentor, although it is desirable to have done so, or have been a mentee in a mentoring relationship.

3. Can I send you, my CV?

No. CVs will not form part of the selection process.

4. If I am not shortlisted to be a mentor, can you give me feedback?

Yes, we are very happy to give feedback following the application and selection stages.

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

Yes, we will send a short email response to confirm receipt.

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

We want to ensure that all 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 apply, 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.

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.

7. How often do we meet as a mentoring pair?

Mentoring for All has been developed to have a focussed mentoring relationship over 12 months. We anticipate that mentees will meet mentors every other month.

8. Where do we meet?

To minimise cost, carbon emissions, capacity issues and to be more inclusive, we are recommending online mentoring. This can be discussed as part of contracting at the beginning of the relationship.

Many mentoring relationships are developed through face-to face meetings; these face-to-face meeting 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 Zoom, Skype, telephone, Facetime or whatever works for you.

9. What happens at the end of 12-month mentoring?

We will evaluate the relationships success. As a mentor, if you wanted to continue to mentor for this programme, you can do so. This could potentially mean supporting the same mentee, if they choose to apply again, or a new mentee.

10. How can I make my application stand out?

- Read the detail in the Mentoring for All Mentor Application Pack – this document.
- Complete all sections of the Application Form, making the most of the word count.
- Before completing the application form, take time to reflect on your motivations for applying, any relevant experience or proven track record associated with the criteria, your area of specialism that could be used to support the matching process and your personal experience of being supported and developed.
- 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.
• Get someone to look over your application to ensure you have covered all the requirements.
## Role description

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<th>Role title</th>
<th>Mentoring for All Mentor</th>
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<tbody>
<tr>
<td>Agreement</td>
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<td>Grade</td>
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<td>Place of work</td>
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<tr>
<td>Status</td>
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<td>Responsible to</td>
<td>Tamsin Russell, Workforce Development Lead</td>
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<tr>
<td>Responsible for</td>
<td>Mentoring mentees on the Mentoring for All programme</td>
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<tr>
<td>Date</td>
<td>May 2023</td>
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### Summary

The Museums Association (MA) is a dynamic membership organisation that campaigns for socially engaged museums and a vibrant and inclusive workforce.

As part of this commitment, we offer a range of professional development opportunities and programmes to our members, of which the Mentoring for All programme is one.

The role is voluntary, and therefore unpaid, but there are benefits you will get in return for your time.
Person Specification

The skills and qualities required to be a mentor include:

- a deep understanding of the current context and challenges of the sector
- good communication skills, including the listening, summarising, paraphrasing
- a commitment to lifelong learning and ongoing professional development
- an ability to work, inclusively, ethically, in line with the Code of Ethics and good mentoring practice
- the ability to connect, signpost and share resources and insights with others.

Major activities

What will you do?

- Participate in mentoring sessions with your mentee.
- Champion and represent the MA and its values and policy priorities.
- Act in line with the Volunteer Handbook, policies and codes of conduct.
- Participate in informal supervision, as required.
- Participate where appropriate in evaluation practices.
- Remain up to date in advances in coaching and mentoring, specifically participating in associated Museums Association-led training, online learning course and annual refreshers.

This list is neither exhaustive nor exclusive and may be changed from time to time.

This role description will be reviewed annually.

Benefits

- A free place at one of our one-day online conferences each year.
- Access to professional development associated with mentoring, coaching and professional development.
How to apply

The closing date for applications is Thursday 27 July 2023, 1159pm.

Please send a completed application form (download on the MA website) to charlotte.eyles@museumsassociation.org with subject heading Mentoring for All.

We are also open to receiving applications in other formats, for example a vlog or podcast. If this is something you would like to do then please email Tamsin Russell, Workforce Development Lead, at the Museums Association, so she can give you more information, tamsin@museumsassociation.org

If you need help with your application, then please let us know, we want all applicants to be best placed to perform. Please email Tamsin Russell, Workforce Development Lead, at the Museums Association, tamsin@museumsassociation.org

Interviews and assessment exercises will be held online during late August 2023.

We are actively seeking and welcome mentor applications from people from a range of diverse backgrounds, particularly people with disabilities, people of colour, people who identify as LGBTQ+ and people from a range of socio-economic and educational backgrounds.

All candidates will be contacted via email for the following reasons:

- to inform them if they have been unsuccessful in being shortlisted
- to inform them if they have been successful in being shortlisted
- to inform them if they have not been offered the role after an interview including feedback on request.
Useful information

Application form

The Executive Assistant and HR Officer will remove all personal data and dates from the application form before it is sent to the interview panel.

Shortlisting

A shortlist of applicants will be drawn up for interview, based entirely on merit and suitability for the post, by an assessment of each application against the role description for the volunteer role.

Applicants who are unsuccessful in progressing to the interview stage will be informed of the outcome of shortlisting.

Unsuccessful applicants will be given feedback on their application, on request.

Selection process

The MA will share core interview questions one week before the interview takes place. There may be a few interview questions that won’t be shared.

As part of the selection process there will be a written exercise, details of this exercise will be made available on the day, or in advance depending on any requirements below.

Applicants should inform us prior to the interview of any reasonable adjustments they may need relating to the process and format of the interview, particularly related to neurodivergence or disability.

Applicants will be informed about the constitution of the interview panel and format of the interview ahead of time.

All candidates will be notified of the outcome of the selection process as soon as possible by email.

Training and development

As a new volunteer for the Museums Association, we will support you to understand the organisation and the details of the Mentoring for All programme.

This includes an orientation session for all new mentors, and access to the dedicated Museum Essentials online learning course.

As part of our commitment, you will be invited to participate in informal supervisory sessions, to ensure you are confident and capable to support your mentee.

Commitment to equality

In the case that applicants are ‘as qualified as’ each other we will give preference in shortlisting people from diverse backgrounds, particularly people with disabilities,
people of colour, people who identify as LGBTQ+ and people from a range of socio-economic and educational backgrounds.