

## Role Profile

### MENTOR

Mentoring plays a key role in many Leadership Victoria programs. In some cases, our programs are solely focused on mentoring, though generally mentoring will complement other program activities such as leadership development programs, workshops and even coaching. As a mentor you may be involved in mentoring individuals and/or small groups which could include organisational leaders and Boards.

#### *Responsibilities*

- Provide support and guidance to the mentee with their own leadership growth
- Role model and demonstrate positive leadership behaviours
- Provide a safe and non-judgmental environment for the mentee to learn and develop
- Meet with the mentee face-to-face at minimum once per month for the duration of a program
- Attend and participate in mentor training as required
- Attend essential program days and/or events, such as, program launch
- Participate in mentoring evaluation and debrief sessions (via online survey and/or face-to-face) as required

#### *Time Commitment*

Mentors are expected to commit the time required to assist mentees with their leadership development and growth. This generally equates to approximately four hours per month, with the expectation that mentors meet with their mentee face-to-face at minimum once a month. The time required to mentor will vary however, and is dependent on the nature of the program and mentee. For example, mentoring in community based programs tends to require more leadership development support than in our professional development programs.

Times and locations of mentoring meetings are arranged by mutual agreement between the mentor and mentee, with the expectation that the mentee initiate first contact with their mentor. Mentoring meetings are expected to take place in public spaces and never at either the mentor's or mentee's home.

#### *Support*

Leadership Victoria mentors, and mentoring relationships, are supported in a variety of ways, some of which include:

- mentor induction sessions;
- mentor guide and other resources;
- support of a Mentor Co-ordinator for the duration of some of our programs; and,
- support of an informal Mentoring Community of Practice, for mentors to reflect and improve on leadership mentoring practice, share experiences and insights, and to discuss expectations of mentors and mentees.

### ***Selection Criteria***

The ideal Leadership Victoria mentor brings wisdom borne of experience. Leadership Victoria values mentors who know when to listen, when to reflect and when to advise.

- Previous leadership and/or mentoring experience (professional or community)
- Interest in developing the leadership capabilities of others
- Availability to meet face-to-face with mentee at minimum once per month
- Commitment to enter into a mentoring partnership agreement and to honour the mentoring work plan established with the mentee
- Commitment to uphold the privacy and confidentiality of the mentee
- Respect and consideration for the mentee's growth, development and learning journey
- Ability to maintain appropriate boundaries
- Commitment to role model positive leadership behaviours
- Highly developed communication skills
- Ability to engage respectfully with people from diverse backgrounds and experiences
- Availability to attend program events (e.g. program launch, graduation)

### ***Mentor Selection***

Mentors who have expressed interest and availability for our programs have the opportunity to be selected and matched with a program participant. Mentor selection and matching takes into account the learning goals identified by the mentee, as well as the expressed preferences, experience and background of both the mentor and mentee.

Sometimes we receive more mentors expressing interest in a particular program than we have actual participants requiring a mentor. On these occasions we will notify you if we are unable to match you to a program participant.