

## International Leadership Programme

### Volunteer Mentor Role Description March 2015

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#### What is the opportunity?

The opportunity is for you to, via email/Skype, support a delegate to put into action what they've learned at the Summit, and to continue developing their leadership skills over 12 months. You'll be able to develop your coaching skills, and invest your experience and interest in someone who's working to support their local community. It's very fulfilling to see the progress delegates make and the impact they have on the people around them.

To apply for this opportunity, please complete this short [questionnaire](#) by 9am on Friday 27 March.

On a first come, first served basis, we'll assess expressions of interest and will be in touch by Friday 17 April to let you know if we can include you in this year's programme. Please note, we will prioritise interest from within the Mosaic network and particularly from those who are already Mosaic mentors.

#### What is required of a volunteer mentor?

- 1) Availability to make contact with your delegate prior to the Summit, and a willingness to join a video-conference call/Skype session with your delegate during the Summit. We understand that your schedule may not allow for this, but we would expect all mentors to make a reasonable effort to join the call. We will confirm dates of the mentoring sessions during the summit once all mentors have been recruited.
- 2) Enthusiasm! Our international delegates are from many different backgrounds and experiences and are keen to become leaders who can have a positive influence in their local communities. Our aim is to equip them for this. It's not always easy, depending on the circumstances the delegates face, so we're looking for mentors who can be positive role models, celebrating with delegates when they succeed, and helping them to be resilient in the face of adversity.
- 3) Commitment. We're asking you to commit for 12 months, to support your delegate to complete the whole programme. The vast majority of this period will involve you conducting a remote email/Skype relationship with your delegate, so it should not be a burden, but please think carefully about whether you are able to fully commit. It will be a huge disappointment to delegates if their mentor doesn't stay in touch with them.
- 4) Relevant skills. Although you don't need a formal qualification in mentoring, you do need excellent listening and questioning skills so that you can enable your delegate to solve their own challenges. The idea of the programme is to develop and build leadership capacity - not to be a

source of answers. You also need to be good at planning. We find that delegates are hugely ambitious (and sometimes unrealistic) about what they want to enact when they return home. Your first job will be to agree with them a realistic and achievable plan with specific goals that can be measured every three months. Finally, you should be good at making suggestions. Each delegate represents a different community and will have a different project they wish to pursue when they return home. You don't need to be an expert in their local community (though knowledge and experience of their country will be an asset), but you will need to ask questions and make suggestions, and share your own experiences where relevant. This approach which help delegates to consider how they can best use their skills to deliver their plan.

- 5) Cultural sensitivity. The international element of the programme offers a unique and challenging learning experience for both delegates and mentors. Our delegates represent 18 countries across North Africa, Middle East, Caucasus, South Asia, South East Asia and Europe. Some are from countries and backgrounds of great means and privilege; others are from poor, rural communities which face daily struggles for security, and many of our delegates have not previously travelled outside of their country. You will need to be sensitive to this, demonstrating empathy and being able to put yourself in the shoes of your delegate as you support them.

### **How will it work?**

We will assess expressions of interest on a first come, first served basis, and will be in touch with you by email to let you know if we can include you as a mentor in this year's programme by Friday 17 April. Following this, we'll also send you further information about the Summit and to prepare you for your role as a volunteer mentor over the 12 months.

During your initial call with your delegate, they will share with you the action plan they've written during the two week Summit and explain to you what they want to focus on in the coming 12 months when they return home to their local community. Your role will be to counsel them on their plan, asking them questions which draw out their aims, how they're intending to fulfil them, their risk assessment and mitigation factors, and the quarterly milestones they've set themselves. We will provide you with advice about how to do this.

The delegates return home on Saturday, 30 May, after which time it is your role to stay in touch with your delegate by email/Skype, regularly enquiring as to their progress in their action plan and providing advice as and when they require it. We recommend that, as a minimum, you schedule a one-hour call each month. As each quarterly milestone approaches, we'll email all delegates and mentors with a reminder that it's time for the delegates to submit a short summary of their progress.

Your contact with your delegate is intended to last for 12 months; at the end of the year, you can decide with your delegate whether you wish to keep in touch. It may well be that you become good friends, and that this continues beyond the term of the 12 month programme – this is absolutely fine.

If you have any questions or concerns throughout your contact with your mentor, you can refer to Debra Hay, Head of International on +44 (0)207 566 8656 or [debra.hay@bitc.org.uk](mailto:debra.hay@bitc.org.uk)

We look forward to welcoming you to the programme!