

Bristol Mentors – Alumni Mentor

1. Role description

Job Family:	Voluntary	
Salary range:	Unremunerated	
Work pattern:	1-2hours per month (minimum)	Role Duration: September to June

1.1 Role Purpose

The purpose of the Bristol Mentors programme is to provide career-focused, one-to-one mentoring for students who meet widening participation criteria and are underrepresented in higher education. Alumni mentors support students by helping them to explore and gain understanding of relevant industries and potential career pathways, helping to set and achieve professional development goals, gain relevant experience, and broaden professional networks.

Bristol mentors will work with student mentees during the academic year, meeting on a regular basis to help their mentee meet their aims and objectives. By taking part in Bristol Mentors, you will be an active and recognised member of the Bristol Volunteers programme, through which alumni support the University's commitment to improving the student experience and employability, as well as enhancing its alumni community.

1.2 Responsibilities

Working productively in partnership with the Careers Service and Development and Alumni Relations teams to:

- work with a student mentee on regular basis to provide career-focused guidance – conducting meetings in person, over the phone or via video call.
- provide insight of the graduate landscape and the transition from university to work.
- provide insight into your work and career path.
- work with mentees to plan relevant actions around professional development.
- help mentees to broaden their professional networks.
- support the programme by attending relevant events where possible.
- contribute to the programme's development by providing feedback and taking part in evaluation.
- act professionally in your role as a Bristol Mentor and when representing the University.
- act in accordance with the University's Code of Conduct.

1.3 Key Relationships

Student mentee: regular contact with a student each year between September – June.

Bristol Mentors: regular contact with programme leaders in the Careers Service and the Development and Alumni Relations Office.

Development and Alumni Relations Office: occasional contact with other DARO staff involved in the delivery of the programme, and regarding other volunteer opportunities.

Other University Staff: occasional contact for a specialist activity e.g. Careers Service for matters relating to employability.

1.4 Time Commitment

Every student will work with their mentor on a regular basis during that time. Mentors should expect to commit to at least 1-2 hours minimum per month to work with their mentee. Meetings can take place in person, over the phone or using video call (such as Skype, Zoom or FaceTime).

2. Person Specification

Essential:

a) **Qualifications:** University of Bristol alumni

b) **Knowledge & Understanding**

- understanding of the aims and expectations of *Bristol Mentors*.
- awareness of widening participation and the commitment to understand the potential challenges faced by students from underrepresented groups.
- relevant subject knowledge/awareness of industries.
- awareness of varied potential career pathways for graduates.
- knowledge of the principles of giving advice and guidance on professional development.

c) **Skills & Capabilities**

- communication – ability to communicate effectively with a wide range of people from diverse backgrounds, listen reflectively, facilitate discussion, and build positive relationships with a mentee.
- willing and able to commit to the programme of mentoring for the duration of the academic year, and to engage with the mentee on a regular basis.

d) **Qualities**

- interested in supporting students' professional development and confidence building.
- ability to act as a positive role model.
- ability to behave in a manner appropriate for working with young people, and for representing the University of Bristol.
- encouraging - ability to provide support and encouragement for students and help set achievable goals.
- patient and flexible – willingness to adapt to mentee needs and ambitions, and work around the demands of their study.
- positive attitude towards the University of Bristol.

Desired:

- ability to provide practical, work-focused opportunities for a student (for example, shadowing opportunities, work-place visits, work experience).
- experience of mentoring others, formally or informally.
- experience of working with students.