

Professional Development Mentor

Guides and encourages a candidate's professional development and the development of competences for professional registration.

Primary focus:

A mentor can be defined as a 'wise and trusted professional friend' and so the IET expects a mentor to be a suitably experienced person who acts as a confidential colleague and a guide who encourages professional development.

It is better if the relationship between mentor and mentee is independent of the chain of command within a company, so mentors should avoid supervising those in a direct reporting line and should be careful not to 'step on the toes' of other line managers. It is important that the mentor and mentee set an agreed period for the relationship at an early stage. This should ensure that the mentor does not enter into an open-ended commitment. The IET's mentoring service operates on a 'by members for members' basis.

Main duties and responsibilities:

- Volunteering time to take a personal interest in others;
- Active listening;
- Questioning and finding out what is important to others, by exploring their skills, aptitudes and aspirations;
- Challenging assumptions and acting as a soundboard;
- Recognising when the mentee should be identifying a need for other sources of help (such as from the IET's professional registration advisory services or IET Connect);
- Guiding candidate in identifying opportunities and making choices that enable acquisition of competencies required for registration, where this is the desired goal.

Appointment method:

- The appointment of mentors involves the completion of an application form which is available from [the IET website](#). Our staff will then activate the appointment.

Period of appointment:

- The period of appointment is at the discretion of the staff member running the mentoring service.

Training:

The IET offer Mentor Training to all mentors volunteering through the mentoring service, including role specific training on Career Manager usage.

Point of contact:

The regular contact for this role will be the Mentoring Administrator. Queries can be directed to the mailbox: mentoring@theiet.org

Communications:

When undertaking this role you can expect to receive:

- A mentor pack when you first start mentoring.
- Requests for availability before assigning a mentee.

Resource:

The following resources are available to support this role:

- [Volunteering Handbook](#)
- [Volunteer Hub](#) web area

Policies and procedures:

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities:

- [Online sign-up to Policies and Code of Conduct:](#)
 - Anti-bribery and Corruption Policy
 - Anti-slavery Policy
 - Code of Conduct for Volunteers
 - Data Protection Policy
 - Equality, Diversity and Inclusion Policy
 - Harassment and Bullying Policy
 - Safeguarding Children and Adults at Risk Policy

[Other Policies and Guidance](#) to support you in your role:

- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

Please refer to the [Volunteer Hub](#) for further guidance on policies and procedures.

Person specification:

- A mentor volunteering through the mentoring service will be a member of the IET and will be professionally registered with the Engineering Council as an EngTech, ICTTech, IEng or CEng.

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