

### **Young Professional (YP) Buddy**

Young Professional Buddies are appointed to support students and young professionals within their early career phase.

#### **Primary focus:**

This role will seek to support those making the transition from education into employment and toward a successful future with a focus on supporting young professionals to identify their career goals and identify and make the most of development opportunities early in their career.

The main focus will be on sharing your experiences and as someone who has recently made this transition you will be able to empathise with what they are going through and provide support and guidance as they develop.

Whilst volunteer mentors can support members with their professional registration goals, the role of the buddy is in providing wider career support and helping YP mentees to identify their own goals which may or may not include professional registration at this stage in their career. Young Professional Buddies are not expected to provide careers advice, as this level of personalised support is outside the remit of the role.

#### **Main duties and responsibilities:**

- Supporting young professionals starting out in their careers to adapt to the culture and formalities of the workplace and in dealing with the steep learning curve that comes from their first significant professional experience.
- Supporting young professionals to identify career goals and set objectives to meet these.
- Sharing own experience and acting as a sounding board for thoughts and ideas on the mentee's development.
- To support CPD and career development.

#### **Appointment method:**

Contact the Mentoring Administrator on [mentoring@theiet.org](mailto:mentoring@theiet.org) for further details.

#### **Period of appointment:**

- Pairing length will depend on the individuals involved, but is likely to last for approximately 12 months to a couple of years.
- There is the potential for a Young Professional Buddy to transition into a mentor role as they develop and gain professional registration.

#### **Training:**

Training webinars (pairing dependent on training)

#### **Point of Contact:**

The regular contact for this role will be the Mentoring Administrator on [mentoring@theiet.org](mailto:mentoring@theiet.org)

#### **Communications:**

When undertaking this role you can expect to receive:

- Welcome pack with information about the role
- Request of availability before the pairings are made
- Invitation to undertake training webinar
- Volunteer Update e-newsletter

**Resources:**

The following resources are available to support this role:

- Role description
- Guidelines on how to manage a relationship
- Buddying agreement template
- [Volunteer Handbook](#)
- [Volunteer Gateway](#)

**Policies and Procedures:**

- This role is supported by the following policies and procedures:
  - [Anti-bribery and corruption policy](#)
  - [Business cards policy](#)
  - [Code of conduct for volunteers](#)
  - [Confidentiality of IET documents](#)
  - [Conflicts of interest policy](#)
  - [Data Protection policy and guidelines](#)
  - [Equality and Diversity policy](#)
  - [Expenses policy](#)
  - [Gifts and hospitality policy](#)
  - [Harassment and bullying policy](#)
  - [IT Acceptable use policy](#)
  - [Managing disagreements guidelines](#)
  - [Plagiarism policy](#)
  - [Safeguarding against legal action](#)
  - [Safeguarding children and vulnerable adults policy and guidelines](#)
  - [Social Media policy](#)
  - [Travel insurance guidelines](#)
  - [Whistleblowing guidance](#)

Refer to the [Volunteer Gateway](#) for further guidance on policies and procedures.

**Person specification:**Essential Criteria

- Interpersonal and relationship management skills.
- A genuine interest in developing other young professionals.
- IET membership.

Desirable Criteria

- Sound understanding of the IET's products and services relevant to young professionals or students including the advantage programme.
- Recent experience of the IET in either an apprentice, undergraduate or graduate role and under age of 30 when taking up the role.

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