

Our approach to mentoring

Purpose of the foundation

- To support the understanding and development of fundraising skills in the not for profit sector around the world
- To support and nurture individuals with talent and passion for fundraising to help to ensure the development of high-quality committed fundraisers

One of the main ways which we achieve this is through the provision of mentoring and this document describes the principles of our approach to this.

Mentoring cycle/ commitment

The common approach will be to facilitate an initial minimum twelve month mentor/mentee relationship which incorporates a minimum of six separate dedicated one to one sessions, at least one of which must be face to face (although this could be virtual).

Relationships will be individual and flexible outside of this minimum commitment and may involve more interaction and on longer term basis.

There may be some additional relationships which are more ad-hoc focusing on specific skills needs.

The individuals benefiting from the foundation will also become part of a wider group with a community created which they can use to facilitate further learning and development.

Mentoring principles and promise

All mentors will be asked to sign up to a mentoring principles and promise in relation to the time and type of input they will deliver to the mentees as a mentor. Informal coaching/training may be offered to individuals who wish to be mentors but who would benefit from some initial support.

For each specific relationship between a mentor and mentee an initial session will determine clear and specific objectives and this will be outlined in writing and held by the foundation. The process for setting these will begin with a discussion with the mentee and Director and will be finalised at the first discussion with the mentor.

Each relationship will include an initial 'cooling off' option which enables both sides to opt out if the chemistry/ skills do not match.

After twelve months (or completion of individual ad hoc interactions) individual progress against objectives will be reviewed by the mentor and mentee and recorded by the foundation. The programme may then be completed or further extended.

Scope of the relationship

The role of the mentor is not to advise but to help the mentee weigh up situations, through a process of reflection, questions, challenge and feedback allowing the mentee to come to a decision themselves.

Requirements for both the mentor and mentee:

- The mentoring relationship will last for an initial period of twelve months
- Objectives will be discussed and agreed at the outset during the first meeting.
- Both parties will sign a mentoring agreement, including the code of conduct and principles.
- Meetings will be at least every two months with at least one face to face session in each twelve months and others via telephone or online.
- Both parties to complete an evaluation at the end and also a summary of progress against objectives
- Both parties will respect each other's time and other responsibilities, ensuring they do not impose beyond what is reasonable

Responsibilities of the mentor:

- To initially develop the relationship, build rapport, and ensure that the environment is conducive to learning for the mentee.
- To manage the process of the meetings and periodic reviews - to make sure that the mentoring relationship is still working for both parties.
- To encourage the mentee to examine situations, through a process of reflection, questions, challenge and feedback, allowing the mentee to come to a decision themselves.
- To respond to the mentee's needs and agenda.
- To respect the code of conduct

Responsibilities of the mentee:

- To attend and participate in mentoring meetings and reviews.
- To set learning goals at the outset of the relationship and monitor progress towards achieving these.
- To listen and also to contribute to the relationship through the sharing of ideas.
- To accept constructive feedback.
- To be prepared to try new ideas and approaches and provide feedback about them.
- To respect the code of conduct.