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<th>Volunteering Opportunity</th>
<th>Career Mentoring – Mentor Role Profile</th>
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<td>Career Mentoring (students) and Career Mentoring (alumni)</td>
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<th>Task manager - Name and contact details</th>
<th>Career Mentoring (students) Sarah Brumpton, CES Mentoring Coordinator <a href="mailto:Sarah.brumpton@nottingham.ac.uk">Sarah.brumpton@nottingham.ac.uk</a></th>
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<td>Career Mentoring (alumni) Suzie Green, Alumni Relations Manager <a href="mailto:Suzie.Green@nottingham.ac.uk">Suzie.Green@nottingham.ac.uk</a></td>
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| Number of volunteers required | 100 for Career Mentoring 30 – 50 for Alumni to Alumni Mentoring |

Volunteering opportunity

- **Career Mentoring (to students)**
  Our new Career Mentoring scheme offers students the opportunity to be supported by a member of our alumni community. Mentoring relationships develop through remote contact, over a period of six months, giving students time to benefit from their mentor’s professional experience and knowledge.

- **Career Mentoring (to alumni)**
  This opportunity offers alumni the opportunity to be supported by an experienced member of the alumni community. Mentors can take part in one or both of the two cohorts: October to February and March to June.

Who will suit this role?
We are looking for a diverse range of alumni volunteers from various industries and sectors. This role is suitable for alumni who:

- Are willing to share insights into their role or sector
- Will support students and/or fellow alumni to develop their interpersonal and networking skills
- Can help people be providing inspiration and encouragement, supporting them to feel confident about their next steps
- Are able to give 1-2 hours per month (Alumni to Student - November to May, Alumni – Alumni October to February, March to June)
- Are willing to undertake compulsory online training

Mentors do not necessarily need to have mentored before taking part, as they will be provided with training and guidance. To be a successful mentor we will be looking for an understanding of the value of mentoring and what a mentee can gain from a good mentoring relationship. Successful mentors will range in their levels of career experience and industries as agreed on an annual basis by the Careers and Employability team/Alumni Relations team.
When will the event take place?

- **Career Mentoring (alumni-students)**
  November – June each year, (training, six months of mentoring, plus evaluation)

- **Career Mentoring (alumni-alumni)**
  Cohort 1: October - February
  Cohort 2: March – June

**Time:** Monthly, as and when mentor and mentee agree

**Expected number of volunteering hours:** 1 – 2 hours per month, either by email, phone or Skype

**Type of audience role will benefit**
Current students and alumni

**Recruitment process**

**Career Mentoring (alumni-students)**
*For external* - Applications will open from mid-June and close on **Monday 30 July**. Mentors will be informed if they have been selected to be part of the mentor pool within 15 working days of applying and will be invited to complete training in **November**. Matching with students will take place in November and December, with mentoring starting in **December**.

**Career Mentoring (alumni-alumni)**
*For external* - Applications will open from mid-June and close on **Monday 30 July**. Mentors will be informed if they have been selected to be part of the mentor pool within 15 working days of applying and will be invited to complete online training. The application form will then be available throughout the year on a hidden link with a defined second application period for cohort 2 mentoring.

*Should anyone apply for a student mentoring position after 30 July they will be informed that applications have closed however we will hold their application on file for 2019/20 and be in contact next summer.*

For cohort 1 applications will open from mid-June and close on **Monday 30 July**. Matching will take place in September with mentoring starting in **October**.

For cohort 2 applications will open from mid-Dec and close on Thursday 31st Jan. Matching will take place in February with mentoring starting in **March**.

**Interested in volunteering?**
Please complete an [application form] today