Mentor Agreement

Mentoring at Nottingham has been an important part of the Careers and Employability offering to our students for many years. Our mentors have helped inspire and provide guidance to many students with fantastic results. We want to ensure all of our mentors, or people giving their time to the University, enjoy the opportunity and feel part of The University of Nottingham team. This agreement describes what you can expect from us, and what we hope from you within your role with us.

The University of Nottingham
- Will provide clarity on the expectations of the mentor and guidance for health and safety, equality and diversity and safeguarding.
- Will provide the mentor with a contact within the Careers and Employability service throughout the time you give to the University.
- Will provide induction and relevant training/information on procedures/policies to ensure the mentor can fulfil their mentoring role to the best of their ability.
- Will ensure any communication from the mentor will be responded to in a timely fashion.
- Will ensure its sole involvement is to verify that the mentees are either current University of Nottingham eMentoring participants and that University of Nottingham eMentoring has no further role in the mentor and mentee relationship, unless required.
- Will moderate ‘Partnership Messages Exchanged’ from time to time for monitoring purposes.

Additional information on support for volunteers and what the volunteer can expect from The University of Nottingham can be found at http://www.nottingham.ac.uk/alumni/giveyourtime/what-to-expect

The Mentor
- Will be expected to be a positive ambassador for The University of Nottingham.
- Will complete training and inductions as necessary.
- Will aim to respond to queries and meet time commitments/standards as per the mentor expectations, and will give reasonable notice where this cannot be met.
- Any advice the mentor provides in the course of the mentoring relationship is solely for the purpose of guiding the mentee in his/her career.
- The mentor/mentee relationship is an educational resource to discuss career issues confronted by the mentee and the role of the mentor is to provide relevant advice and suggestions.
- The mentor understands that the mentee will not rely upon their advice and/or statements as legal advice, nor as a substitute for his/her own independent judgment or professional opinions.
- The mentor understands that either party may terminate their involvement in The University of Nottingham eMentoring Program at any time without notice or liability.

All volunteer information is held securely on the University’s central database and will be treated confidentially and with respect in accordance with the Data Protection Act 1998. Unless you tell us otherwise, the data may be used for events programmes, alumni activities involving academic and administrative departments, fundraising programmes and for the promotion of benefits and services, which may involve an element of direct marketing. The data will not be disclosed to any external organisations, other than those acting as agents of the University. This may include

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organisations such as the Higher Educational Survey Agency (HESA). If you do not wish your information to be used in this way please write to the Campaign and Alumni Relations Office or email DatabaseEnquiries@nottingham.ac.uk

This volunteer agreement is in honour only and is not intended as a legally binding contract of employment and may be cancelled at any time at the discretion of either party. Neither party intends any payment or employment relationship to be created either now or at any time in the future.