



## **BAME Mentoring Overview**

The BAME Network Mentoring Programme will pair members of the staff, including PhD students and those on temporary contracts, with other members of staff, to support their experiences with racism, discrimination, loneliness, and other challenges particular to being Black, Asian, or Minority Ethnic at the University of Edinburgh.

Our vision is to identify and help alleviate some of the barriers to entry and success the University of Edinburgh, for example the known BAME pay gap, attrition at higher levels, and delays on the path to promotion.

### **What is mentoring?**

Mentoring is:

‘a process of learning in which a usually more experienced person (the mentor) passes on know-how to someone less experienced (client/mentee). Typically it will take place at a transitional or critical time in the client/mentee’s life when this type of support can be most beneficial.’

– Scottish Mentoring Network

‘to support and encourage people to manage their own learning in order that they may maximise their potential, develop their skills, improve their performance and become the person they want to be.’

– Eric Parsloe, *The Oxford School of Coaching & Mentoring*

The mentoring relationship will focus on supporting the mentee to meet their career milestones at the University of Edinburgh.

### **What does a mentor do?**

- Build a good relationship with mentee
- Empower mentee to see their abilities
- Be a source of guidance and advice
- Signpost to support services
- Promote additional help
- Be a role model
- Support the mentee to achieve their goals

### **What makes a good mentor?**

- Being friendly, empathetic, & supportive
- Being a good listener & good communicator
- Being interested, curious, & non-judgemental
- Being able to set personal boundaries
- Being organised & have a purpose

## Support

The Mentoring Programme Coordinator matches mentors and mentees, produces this document, and produces the mentoring agreement to be signed by both parties. The Coordinator will also gather feedback and evaluate the mentoring programme annually.

The Coordinator will support mentors for the duration of the programme, providing:

- Termly check-ins
- Ongoing and/or ad hoc advice and guidance
- Reassignment, as needed, to obtain optimal mentor/mentee matching

Currently, the Coordinator is Olivia Hale (Olivia.Hale@ed.ac.uk)

## Commitment

Mentors commit to working with their mentee for at least one academic year, although mentors and mentees are encouraged to continue with for additional year if it proves to be beneficial and if each party agrees.

Mentors and mentees should be able to commit approximately one hour a month to meet their mentee, although the exact frequency should be decided within each pair.

Mentors also commit to being in regular communication with the Coordinator.

*What if the commitment gets to be too much?*

A mentoring relationship can suffer if a mentor is not able to set aside quality time for meetings and support. If you are feeling overwhelmed you should talk to the Coordinator. If you need to withdraw from the programme, discuss it with the Coordinator in the first instance, and eventually with your mentee.

## Confidentiality

The relationship between mentor and mentee is based on confidentiality. Anything discussed within the mentoring relationship should not be repeated to others.

It should be explained to the mentee at the outset that the mentor will provide regular updates to the Mentoring Coordinator about how the meetings are going and the general topics discussed, without details.

The mentor will also share information about their conversations if they feel there is any risk to the mentee or to others.

The mentee will also be reminded that they can speak in confidence to the Coordinator if they have any concerns about the relationship.

## Setting and keeping boundaries

- Built on trust
- Based on mutual respect
- Professional relationship
  - Communications take place during working hours
  - Communication should be via University channels (e.g., email, Teams)
- Not a life coach or 24-hour service

A mentoring relationship can often morph into a friendship. It's great to make new friends, but when this happens, it is best to end the professional mentoring relationship. Either party (ideally both) may do so by contacting the Coordinator.

## Your first meeting

- Get to know one another
- Discuss and sign the mentoring agreement
- Establish a relaxed but purposeful atmosphere
- Review expectations and boundaries
- Support the mentee in establishing the priorities for the first few sessions
- Get started – explore and record initial thoughts on goals or priorities
- Set the date, time and some possible discussion points for the next meeting

## Subsequent Meetings

- Review actions and reflect
- Catch up on what's happened since the previous meeting
- Go over the action plan – what next?
- Review plans for the next couple of meetings
- Review the mentoring relationship
  - Are our meetings what you thought they would be?
  - How could the meetings be better?
  - Are there any other issues you want to talk about?
- Set the date and location for the next meeting

## Questions to build your relationship

- *Why are we meeting?* – What is the purpose of the mentoring relationship, and this particular mentoring programme, from your own perspective?
- *What am I going to do?* – What is the mentor going to be responsible for?
- *What are you going to do?* – What is the mentee going to be responsible for? This underlines that mentoring is a shared responsibility.
- *How will we know that it's working?* – Are we on track with our declared purpose?
- *Why are you a mentor?* – This is a very common question that mentees ask. Be prepared to share your experiences and motivations.
- *Are you also a mentor/mentee?* – Many participants on this programme requested to be **both** mentored and a mentor. Does this apply to you? To your partner? Discuss.

## Ending the relationship

There are a number of reasons why a mentoring relationship may end. Importantly, the mentor should avoid creating a relationship of dependency and the opportunity to end the relationship should be explicit from the beginning.

If a relationship comes to a premature end, it is important that mentor and mentee can leave the relationship with dignity and without blame.

The relationship can be formally ended at any time by contacting the Coordinator.

## Mentoring Dos and Don'ts (from the *Edinburgh Cares Mentoring Programme*)

Do	Don't
<ul style="list-style-type: none"><li>• Guide and offer alternatives</li><li>• Explore, suggest options</li><li>• Empower, show mentee how to do things for themselves</li><li>• Offer expertise and information, suggest ways of finding out</li><li>• Support and encourage</li><li>• Give realistic advice</li><li>• Listen to and explore mentee's issues</li><li>• Present an open and accepting attitude</li><li>• Use their own experience in a positive way</li></ul>	<ul style="list-style-type: none"><li>• Counsel</li><li>• Tell someone what to do</li><li>• Do things for the mentee</li><li>• Have to be an expert in everything</li><li>• Get too emotionally involved</li><li>• Create false expectations</li><li>• Make assumptions</li><li>• Adopt a judgemental attitude</li><li>• Involve mentee in their own problems</li></ul>