



A Focus On Nature



MENTORING AGREEMENT

General information:

Mentoring is expected to continue for a minimum of six months, providing that both partners keep up the correspondence, however, we would like mentors to support mentees for as long as the partnership is productive. Both mentors and mentees have the right to leave the AFON Mentoring Scheme at any point, by emailing the Mentoring Officer, and ideally also your mentor/mentee.

All information passed between the mentor and mentee is confidential; AFON does not give any mentors or mentees permission to pass on private information to third parties, such as telephone numbers, postal addresses and email addresses, without express permission of the mentor or mentee.

Any additional support (including any financial costs incurred) is given at the discretion of the mentor, and therefore is not the legal responsibility of AFON or any of its associates. This includes work experience and public or private meetings.

If you have any concerns regarding your mentoring partnership, please notify the Mentoring Officer as soon as possible. If you are having issues with a lack of response from your mentor/mentee, please email the Mentoring Officer: mentors@afocusonnature.org

Further supporting information is found in the Mentoring Scheme Information Booklet, available on our webpage: <https://www.afocusonnature.org/mentors>

When submitting an application as a mentor or mentee, you will be asked to agree to the conditions set out below.

FOR MENTORS:

It is the responsibility of the mentor to:

1. Send an introductory email explaining your experience or background, and communication preferences.
2. Give advice on careers and assist in the construction of CVs if requested. Where appropriate provide references, recommend jobs and highlight relevant upcoming opportunities to mentees.
3. Answer correspondence in a timely manner and remain professional and supportive throughout correspondence. If you are likely to be uncontactable for a long time, please let your mentees and the Mentoring Officer know.
4. If you are not getting a response from your mentees, please contact the Mentoring Officer. It is not the mentor's responsibility to chase mentees for responses. Please note, we cannot guarantee the demand for mentors as this may fluctuate over time.
5. Maintain correspondence with the Mentoring Officer: Respond to feedback requests, update AFON if your contact details change and let us know if your bio on our webpage is out of date.
6. Keep correspondence confidential and not share personal information, unless given permission by the mentee.
7. Contact the Mentoring Officer when you wish to leave the mentoring scheme.
8. Report any issues to the Mentoring Officer immediately.

By accepting the role of mentor, I hereby agree with these terms and conditions.

FOR MENTEES:

It is the responsibility of the mentee to:

1. Introduce yourself and your interest in the mentoring scheme. In an introductory email, as well as talking about your experience so far, let the mentor know what your aspirations are, and your current plans.
2. Ask questions and continue the correspondence. If you want to know about a certain job, opportunity, course, additional contacts, a reference, a CV or organisation, then just ask! It's not up to your mentor to get information out of you, but vice versa. By being specific you're more likely to get a helpful response.
3. Please be professional throughout your correspondence, ensure you've used appropriate language and checked that written communications are clear.
4. Be patient. The mentors may have pretty busy schedules and therefore won't be able to answer immediately. Nature conservation often involves a lot of time away from the computer screen, and your mentor may not receive your email until they return. However, if you are not getting a response, please contact the Mentoring Officer.
5. Thank your mentor for their help and acknowledge the opportunities they provide.
6. Maintain correspondence with the Mentoring Officer: respond to feedback requests and update AFON if your contact details change.
7. Keep correspondence confidential and not share personal information, unless given permission by the mentor.
8. Contact the Mentoring Officer when you wish to end your mentoring partnership.
9. Report any issues to the Mentoring Officer immediately.

By accepting the role of mentee, I hereby agree with these terms and conditions.