



**REACH
OUT**
Mentoring
that works

**ReachOut Career Mentoring
Programme 2020-21**

Contents

Welcome	1
Intro to ReachOut	2
Who will you mentor?	5
Why do they need a mentor?	6
Career Mentoring – what is it?	7
Career Mentoring Case Study	8
Next Steps	9





Welcome

Thank you for your interest in becoming a ReachOut Career Mentor! You are one step closer to joining the ReachOut community of volunteer mentors and giving something back by mentoring a ReachOut Project Leader or Ambassador.

Being a Career Mentor is a flexible volunteering opportunity to support the professional and personal development of our Project Leaders or Ambassadors. Our Project Leaders are our front-line delivery staff, who are mostly young professionals or university students who deliver ReachOut projects in their spare time, and we believe this experience would be enhanced by having a Career Mentor. Our Ambassadors are former young people on our projects, who are now either university students or young working professionals.

Your time, experience and guidance is invaluable, and we want you to feel informed, supported and valued throughout the experience. This information pack is designed to provide you with all the key information you will need to be a successful Career Mentor for ReachOut, and includes everything you need to get started.

We are grateful for your support and look forward to working with you!

The ReachOut Team

Intro to ReachOut

Our Mission

ReachOut is a mentoring charity working with children in disadvantaged areas to raise aspirations and help them grow in character and attainment.

We improve self-confidence and develop Numeracy, Literacy and Communication skills whilst reinforcing our core values of Fairness, Self-Control, Good Judgement and Staying Power.

We do this through one-to-one mentoring with positive role models and team activities, to promote leadership, trust and responsibility.



Our Projects

ReachOut partners with schools in disadvantaged areas to provide one-to-one mentoring for young people aged 9 to 16 who are disengaged and underachieving. ReachOut works in London, Greater Manchester and Liverpool.

Young people are referred by their school and meet weekly with their ReachOut mentor at an after-school project that takes place in a classroom in our partner schools. There are up to sixteen young people from one year group on each project, each paired with a mentor, and each session is supervised by a Project Leader.

For the first hour of each session, the mentees and their mentors work one-to-one on Maths and English and structured character activities. The second hour ranges from arts and crafts to team sports with professional coaches. As well as being fun and team building, these group activities all focus on helping develop the mentees' Fairness, Self-Control, Good Judgement and Staying Power.

ReachOut Club operates in Primary Schools from 3:30-5:30pm weekly during term time from October to April. ReachOut Academy operates in secondary schools from 6-8pm weekly during term time from October to June. We currently support approximately 800 young people and 800 volunteer mentors every week.



COVID-19 changes

In March 2020, ReachOut suspended all projects in light of the global pandemic to ensure the safety of our mentees and mentors. To make sure that we continue to support our young people, we launched ReachOut Home in May 2020.

ReachOut Home is an online session which allows mentors and mentees to continue to meet on Zoom supported by their Project Leader. Sessions are slightly adapted given the online nature, but otherwise, continue to focus on character development at their core.

The projects were a great success and provided young people with additional support and connection during the uncertainty of COVID-19.

In September 2020, ReachOut intends to begin all projects as ReachOut Home projects with mentors and mentees continuing to meet online until it is safe to do otherwise. When able to do so, these projects will then transition into ReachOut Club or ReachOut Academy Projects, which will take place in our partner schools.



**REACH
OUT**
Mentoring
that works

Who will you be mentoring?

We have three groups of individuals aged 18-30 who are looking for Career Mentors. They are each extremely important in ReachOut's mission and the work that we do.

Ambassadors

- Former mentees
- Attend ReachOut events to discuss their experiences
- Some are also ReachOut mentors
- Students or young professionals at the start of their career

Project Leaders

- Paid, part-time members of ReachOut staff
- Run a weekly ReachOut project
- Manage young people
- Manage mentors
- Have access to additional training and development opportunities throughout the year

Why do they need a mentor?

Our Project Leaders and Ambassadors are university students or young professionals at the beginning of their careers. Some are working with ReachOut to gain experience working with young people and volunteers; some are aiming to develop skills in leadership and communication. Nearly all would benefit from having a Career Mentor to guide them and provide professional advice to ensure they get the most out of their experiences.



Common challenges and possible discussion topics:

- Setting goals and objectives
- People management
- Building successful working relationships
- Establishing themselves as a leader / mentor/authority figure
- Business skills such as presenting/time management
- Balancing ReachOut commitments with personal commitments
- Personal / Professional development
- Can be ReachOut related, or not!

The Career Mentoring Programme – what is it?

As a mentoring charity we believe everyone can benefit from having a mentor – from the young people we support right through to our staff and our Chief Executive (yes, he has a mentor!). The Career Mentoring Programme is an opportunity for employees from our corporate partners to support ReachOut by volunteering as a mentor to a Project Leader or Ambassador on a flexible and less frequent basis than our main mentoring programme.

Career Mentor Person Specification

- At least 5 years' experience in your chosen career
- Experience in coaching, management or mentoring
- Have a proactive approach to personal and professional development
- Be available to meet their mentee once a month/6 weeks

Expectations

- Guide and encourage their mentee in setting objectives and reaching goals
- Be supportive, non-judgemental and positive when providing feedback
- Commit to a minimum of 6 hours mentoring between November '20 – June 2021.

Timeline

- November 2020: Speed mentoring session to match up Project Leaders and Ambassadors with Career Mentors
- November 2020– June 2021: Regular mentoring sessions at a time and place convenient to both parties.
- June 2021: End of mentoring evaluation form completed

Career Mentoring – the case study



THE CAREER MENTOR

Name: Charlotte

Occupation: Employee Engagement Manager

I'd been a mentor to a student in a previous role, and really missed the experience so started looking into similar programmes. ReachOut seemed like a great scheme as not only was it supporting

University students, but also primary school students through the parallel mentoring scheme.

From my previous experience, I'd seen how rewarding it can be. It's something I certainly wished I'd had when I was at university. I also think it's a great learning experience for both parties involved, I've learnt a lot from my mentee about how the world of work and study has changed, what motivates young people and have been able to put into practice some of the skills I've picked up in my career that I'm not able to use in my current role.

What did you enjoy about Career Mentoring?

- The infectious enthusiasm of my mentee, I genuinely enjoyed our time catching up and was able to learn a lot from them.
- Feeling that my support was valuable and something they will be able to take forward with them into their future career.
- Getting a new perspective – understanding what matters to young people today and what motivates them.

If you had to give 3 top tips on Career Mentoring, what would they be?

- Be open and honest
- Active listening
- If you're thinking about doing it, just do it! It's so rewarding and worthwhile

THE MENTEE

Name: Tamir

Occupation: Accounting and Finance Student, University of Greenwich

I wanted a career mentor as it would allow me to have a connection with someone in the industry I wanted to go into, as it's who you know not what you know as the saying goes. It was a great opportunity to learn more about different financial roles and to have someone accomplished teaching me is invaluable.

If you had to give 3 top tips on Career Mentoring, what would they be?

- **Be confident.** Your mentor is there to guide you and help you to learn.
- **Be flexible.** As they have real jobs where they will have many commitments it's much easier if you are able to be flexible as to when you can meet.
- **Ask questions.** Although it may seem obvious, I feel many people would rely heavily on the mentor doing all the work, but you aren't there for them, they are there for you. You need to let them know what you need, one simple question could lead to them answering things you didn't know you needed answered.

Next Steps

What next?

To register your interest in being a Career Mentor please complete the form via the link below:

[Career Mentor Application Form](#)

Mentor Matching

You will then be invited to our mentor matching event in November. This will involve a speed mentoring session and top tips on how to have a successful mentoring experience.

Then what?

Once you've been paired up it is up to you and your Project Leader to arrange when and where you meet. All we ask is that you meet up a minimum of 6 times over the 7 months. You will also be asked to complete an evaluation form at the end of the year.



For more information please contact:

[Becky Sutch](#) – Manchester and Liverpool

[Harriet Bradshaw-Smith](#) - London