

# Career Mentoring 2022-23

Information Pack



REACH OUT

Mentoring  
that works  
[reachoutuk.org](https://reachoutuk.org)

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# Welcome to ReachOut

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.

Being a Career Mentor is a flexible volunteering opportunity to support the professional and personal development of our Project Leaders – you'll hear more about them soon.

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**



# An introduction to ReachOut

ReachOut is a mentoring charity providing young people from under-resourced communities with the individual support they need to achieve their potential and go on to lead good, happy and successful lives. We work in London, Greater Manchester, Leeds and Liverpool and support young people through long term, 1:1 mentoring. Mentors and mentees meet each week in group sessions run by a Project Leader.

ReachOut's Career Mentoring Programme sits within our main delivery work and supports our Project Leaders with their professional development.

# Our work with young people

ReachOut mentees are aged 9-16 and are referred to us by their schools if, for example, they need some additional support to reach and be confident in their potential. We work in schools with a high proportion of young people in receipt of Pupil Premium (free school meals).

Young people attend a weekly session where they work one-to-one with their assigned mentor in a group environment. The session is run by a Project Leader and takes place in school, after school hours.

Sessions focus on building social and academic confidence, raising aspirations and developing character. We have four key character strengths that we support our young people to develop: Fairness, Self-Control, Good Judgement and Staying Power. We believe that building this foundation of good character will enable our mentees to make more informed, purposeful and ultimately better decisions.

We do this through one-to-one mentoring with positive role models and structured activities. Mentors support mentees for one academic year allowing the young people to build trust, take risks and grow.



# What is our Career Mentoring Programme?

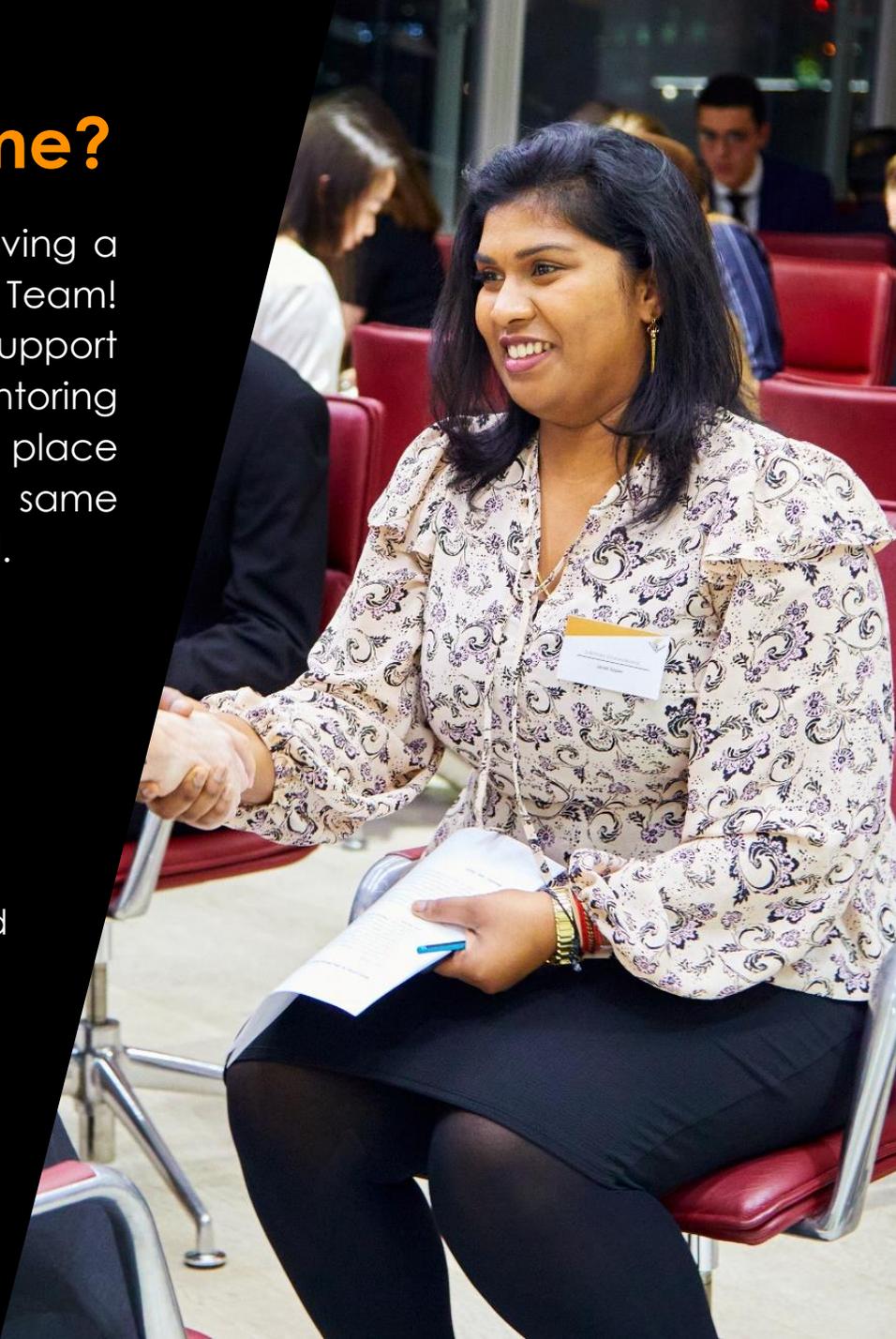
As a mentoring charity, we believe that everyone can benefit from having a mentor, from the young people we support to our Senior Management Team! Our Career Mentoring Programme is a volunteering opportunity to support ReachOut on a more flexible and less frequent basis than our main mentoring programme. The training session and speed matching event will take place online in 2022/23, however if mentors and mentees are based in the same location and want to meet in person for their sessions, that is encouraged.

## Person Specification

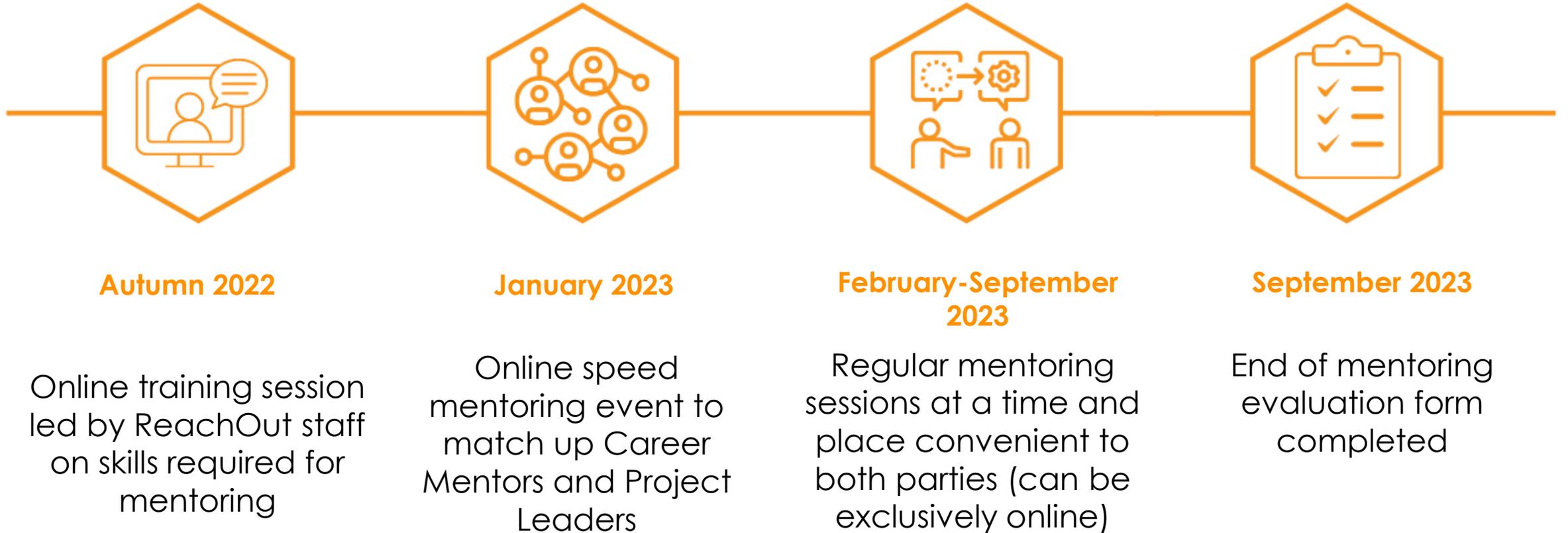
- At least 5 years' experience in your chosen career
- Experience in coaching, mentoring or management
- Have a proactive approach to personal and professional development
- Be available to meet your mentee once a month/every 6 weeks

## Role Expectations

- Guide and encourage your mentee in setting objectives and reaching goals
- Be supportive, non-judgemental and positive when providing feedback
- Commit to a minimum of 6 hours of mentoring between January 2023 – September 2023
- Attend an online training session covering skills required for mentoring in November 2022



# Timeline for the programme



# Who will you be mentoring?

## ReachOut Project Leaders

As you've already heard, Project Leaders, plan and deliver a weekly ReachOut mentoring session. They are extremely important to the work that we do and in delivering our vision.

### Project Leaders...

- Are paid, part-time members of ReachOut staff
- Plan and deliver a weekly session
- Manage between 12-16 young people
- Manage between 12-16 mentors
- Are mainly students and young working professionals (but many come from different backgrounds too!)
- Have varied experiences working with young people
- Have a variety of long term goals
- Are part of the ReachOut Leadership Development Programme, so have access to additional training and development opportunities throughout the year e.g. A Career Mentor

# The Mentee

## Grace

ReachOut Project Leader 2021-22

### **Why did you want a Career Mentor?**

I thought it would be a good opportunity to be connected with someone who was an impartial source, not university or school. I wanted someone to help me explore my options after university as I did not know what my future career could look like.

### **What did you and your mentor discuss?**

Further education, fast-stream courses, different career options and industries, our values.

### **What have you gained from having a Career Mentor?**

A lot. My career mentor is incredible, she listens to me and pulls apart what I say, she reflects my comments back to me and allows me to evaluate my choices and desires, she provides me with resources and has put me in contact with someone in the field in which I am interested. I have gained a better sense of understanding a future career path. I have also gained sound advice in other areas too.

### **If you had to give three top tips to someone about to be mentored, what would they be?**

1. Be proactive. Look for new courses, jobs, careers, opportunities and follow up on what you and your mentor discuss.
2. Be open minded. You may find yourself drifting towards something you may have not initially thought you were interested in or vice versa.
3. Be authentic. Your career mentor should really know who you are so they can help you decide on your future.



# The Career Mentor

## Shelley

People Engagement Manager, UK Civil Service

### **What motivated you to want to be a Career Mentor?**

I was a mentor to a young person on a ReachOut project in 2020 and loved it, but as my son was starting school the following year and I wanted to be there to pick him up, the school programme didn't fit. When I saw the opportunity to be a career mentor, meeting once a month at a time that suited my mentee and me, it was an ideal way to stay connected with ReachOut.

### **What did you and your mentee discuss?**

We talked about a lot from how university is going, future career aspirations, how to explore options, what those options might be, making contact with organisations and people. As well as a little about our personal lives, home, what we're doing at the weekend, what we think of different places, and our experiences of different things.

### **What did you enjoy about Career Mentoring?**

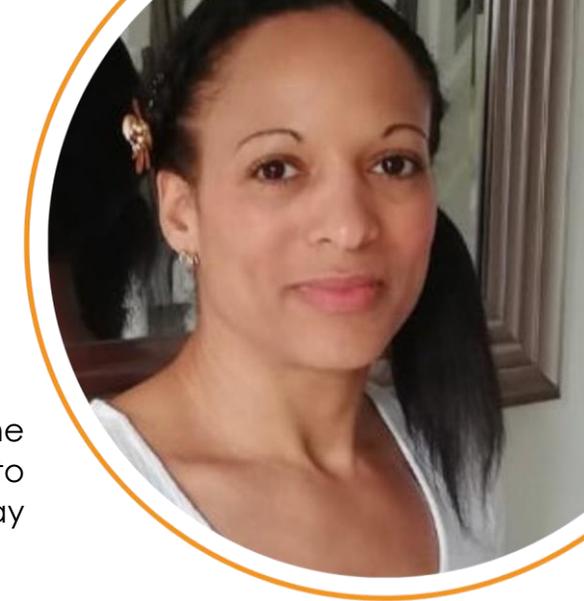
Spending time with a lovely person, learning about and learning from their experiences and making use of my knowledge, skills and experiences to help them.

### **If you had to give advice to someone becoming a Career Mentor, what would it be?**

Be you, you don't have to know it all, explore with your mentee and work through things together...remember the old saying about having two ears and only one mouth. Remember to listen; share experiences positive and otherwise, so others can increase their awareness and understanding through your lessons learnt, as well as where things have gone well; and where you have knowledge or contacts that your mentee doesn't have, help to connect them.

### **Is there anything else you'd like to mention about your Career Mentoring experience?**

ReachOut is a great organisation to work with, having seen how the children develop through the school programme and the effort the Project Leaders put into making it possible, alongside the ReachOut team, it's a real joy to support. I'd recommend it.



# Next Steps

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OUT**  
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To become a Career Mentor, fill in an application form [here](#) and one of the team will get back to you within two weeks!

If you have any questions, get in touch on [career.mentoring@reachoutuk.org](mailto:career.mentoring@reachoutuk.org)