

## ARC Mentoring: register to be a mentor

ARC is working with the AUA to develop its approach to mentoring for new and aspiring Academic Registrars.

Our mentoring programme will provide an opportunity for those new to the role of Academic Registrar, or those aspiring to the role, to access support and encouragement as they develop their skills, knowledge, and confidence. Mentors will gain the opportunity to support colleagues in performing their roles and to contribute to the ongoing development of our profession.

### What commitment is involved?

It is anticipated that each mentor relationship will last for a maximum of six months and normally participants will meet every four to six weeks. Mentors will be allocated one mentee.

### What experience is required?

Mentors should have experience of developing others. Mentors should also have sufficient experience in the role of Academic Registrar (or equivalent) to support colleagues from a place of credibility. The level of experience required will depend on the needs of the mentee. We anticipate most ARC mentees will be looking for support in one or more of the following areas:

- New to the role of Academic Registrar
- Stepping up to senior leadership
- Managing experts (when you're not)
- Support with interpersonal relationships
- Seeking wellbeing, resilience, and work/life balance support
- Career development planning (aspiring Academic Registrars)

### What skills are required?

Here is a brief list of some of the characteristics a good mentor will possess:

- Self-awareness. You should have a good understanding of your own strengths and development needs.
- Accessibility. You should be open and approachable, and willing and able to commit sufficient time to your mentee to offer support and guidance.
- Communication. You should be a good communicator who is able to empathise with others and can understand different backgrounds, perspectives and approaches. You should be a great listener.
- Trustworthiness. You should keep confidences and follow up on promises.
- Encouraging. You should be able to recognise accomplishments and point out positive traits.
- A desire to help others develop. You should understand how individuals develop and be able to assist them in understanding their current strengths and weaknesses and setting future goals.

### What training is available?

Mentors will be supplied with guidance and training materials before being assigned a mentee.

### **What support is available?**

Mentors will be invited to online catch-up sessions with the ARC Professional Development lead and other mentors to share experiences and help improve the programme.

### **Who will I be matched with?**

The new mentoring platform will use an algorithm to automatically match mentees to mentors based on the responses you both give on your application forms.

Once the mentee has submitted their form, they will be given a selection of mentors to choose from. At this stage the mentor will be notified and will have the opportunity to review the mentee application and accept or decline the match.

### **What if I don't think I can support a mentee?**

The matching system will have selected you based on the answers you provided on your application form, and further, the mentee will have read your biography and chosen you as the best match from their shortlist.

It is likely therefore that you may be able to help, but perhaps not with all the things the mentee has included on their form. At the first meeting you can discuss with your mentee that you will only be able to focus on the areas you feel you are able to support. Once this mentorship period has come to a close, it will be possible for the mentee to apply again and seek a different mentor to help them achieve their other objectives.

### **Where will the meetings take place?**

Meetings should take place in a mutually agreeable space. This may be online or in person. It is reasonable to expect that most meetings will take place online via a platform like Zoom or MS Teams.

### **What records will be kept?**

Our mentoring platform will maintain a confidential record of who you have mentored through your time as an ARC mentor. It will also store records of chat messages between you and your mentees. Through the chat function, you will be able to share documents and other summaries/records of your meetings.

We will provide mentors with two document templates:

- A mentoring agreement template – to be completed following the initial meeting where the objectives for the mentoring relationship are set.
- A meeting summary template – which can be optionally completed following every meeting, summarising what was discussed.

### **How can I register to be a mentor?**

If you'd like to offer your time as a mentor for new and aspiring Academic Registrars, please email [info@arc.ac.uk](mailto:info@arc.ac.uk) for the form to complete.



@acregouncil



[info@arc.ac.uk](mailto:info@arc.ac.uk)



[arc.ac.uk](http://arc.ac.uk)