

KIND mentoring scheme contract

v.1, valid until Dec 2024

Project details

- **Project ID:** KM_00
- **Mentor:** Sample mentor name
- **Mentee:** Sample mentee name
- **Project description:** Sample project description
- **Agreement date:** 2024-05-01

Contract

In order to enter into a mentoring arrangement, both mentor and mentee must agree that:

1. mentoring is not a substitute for effective line management, nor a substitute for appropriate job-specific training
 1. mentoring is a big sibling-like relationship, rather than boss-to-employee or parent-to-child
 2. mentoring takes into account the mentee's and mentor's interests and goals, not just those of their organization(s), and will often be intended to support an individual through a period of career transition
2. their arrangements are specific, professional, and time-limited
 1. **specific** in that they are intended to allow mentees to solve specific technical challenges or to develop particular skills, while avoiding mission-creep
 2. **professional** in that they are intended to support the development of professional skills
 3. **time-limited**, with a default length of eight weeks, with a standard expectation of meeting for approximately one hour per week
3. the mentoring will operate by mutual consent

1. this consent is fully granular: consenting to mentor some piece of work does not commit a mentor to consenting to another piece of work
 2. any party may withdraw from the arrangement at any time for any reason without further discussion [by completing this form](#)
4. every mentoring arrangement will have differences. We ask mentors and mentees to have a frank and open discussion about their mutual work before the formal start of their mentoring arrangement. That conversation will necessarily include:
1. agreeing times to speak, as well as agreeing a wider communication policy. For example, ‘drive-by teaming’ (i.e. if both people are available on Teams, does that imply the mentor is available to meet outwith scheduled appointment times?)
 2. agreeing plans for possible rollover of time between parts of the project, as we expect that the quantity of support required will vary throughout the life of a project
 3. agreeing the expected starting-point for the work, so that mentors do not need to provide generic training that would be better achieved via another route
 4. agreeing realistic expectations of progress achievable during the scheme
 5. agreed / likely activities for their meetings meetups
5. both mentors and mentees should be prepared to capture salient information about their work
1. this is partly to prevent disagreements, by ensuring that expectations are set in writing, and can be referred to as the project develops
 2. this capturing of information will also feed into and support appraisals and other career-development work. We particularly encourage both parties to note:
 1. the impact of the mentoring on the work
 2. reflections on what worked well, and what needed improvement
 3. what was gained and learned during the scheme
 3. the capturing of this information can be done very informally through meeting chat, appointment notes, or similar
6. mentors and mentees will be encouraged to present reflections on their involvement at a monthly mentoring meeting

You are also specifically reminded to beware of information governance and cybersecurity. Many of these mentoring arrangements will cross organizational boundaries, and it is entirely your responsibility to avoid inappropriate data sharing.

Forms

- [new mentoring request form](#) - use this to propose a new project
- [potential mentor form](#) - use this to express interest in mentoring a project
- [contract form](#) - use this to agree a new mentoring relationship
- [withdrawal form](#) - use this to withdraw from a mentoring relationship

Any other problems, issues, suggestions, or comments please contact [Brendan Clarke](#)