

Guide to the BES Women in Ecology Mentoring Scheme

1. Potential mentees and mentors are invited to complete an application form by 25 July 2016.
2. Mentoring pairs will be matched according to the following criteria, in order of importance:
 - i. The mentee needs can be met by the mentor
 - ii. Compatibility of interests
 - iii. Location and ability to have face to face meetings
3. Mentoring pairs will be introduced by email and invited to a training day which will take place in late September, in our central London offices. It is anticipated some pairs can use the training day to have their first face to face meeting. BES is unable to cover travel expenses for the training day, except for anyone with extenuating financial circumstances. Please contact the Mentoring Coordinator for further information.
4. Online resources will be provided for all participants, including a mentoring handbook.
5. The mentoring relationship is expected to last for 6 (up to 12 months), which will ideally include a minimum of one face to face meeting, although we understand this may not be possible for all pairs. The BES is unable to provide the expenses for face to face meetings.
6. Mentoring support will be provided mainly via phone/email/Skype, with an expectation for mentoring pairs to be in touch on a regular basis. Guidelines will indicate that mentoring pairs should have an in-depth conversation (via phone, skype or in person) at least once a month. A minimum of 3 contact hours in total will be expected, per month.
7. The mentoring relationship should focus on advice, guidance and support related to career development, education (i.e. advice on PhD or Post Doc applications), support for grant applications, and developing networking links and skills.
8. The mentors/mentees will complete a brief progression report following each mentoring session which will be submitted directly to the Mentoring Coordinator at the BES.
9. The privacy of each session is paramount to successful mentoring; however, the BES expects the mentor/mentee to report anything which comprises their safety as soon as possible to the Mentoring Coordinator.
10. The Mentoring Coordinator will help to resolve any issues between the mentoring pairs; however a 'no blame' divorce clause will be in place, such that either mentor or mentee can end the relationship at any point.
11. In the event of a foreshortened mentoring relationship, participants will be expected to complete an evaluation form which outlines the problem.
12. All mentors and mentees will be expected to complete feedback and evaluation forms administered by the Mentoring Coordinator every three months.