

## Guide to the BES Women in Ecology Mentoring Scheme

### *Commitment to the scheme:*

- You should expect a minimum of a 6-month commitment to the scheme.
- We recommend that you arrange one mentor meeting per month, with a minimum of 6 meetings in total. Meetings shouldn't last more than 1 hour.
- Outside of meetings, additional time will be required to prepare for sessions and to complete any tasks that have been set.
- After 6 months, you can decide if you are ready to end the scheme or if you would like to continue for a further 6 months.

### *Mentor-mentee pairings:*

- Mentoring pairs will be matched according to the following criteria, in order of importance:
  - The mentee needs can be met by the mentor
  - Compatibility of interests
  - Location and ability to have face to face meetings

This information will come from your application form.

- Mentoring pairs will be introduced to one another by email in October.

### *Training:*

- Mentors and mentees will be invited to a training day on x November 2019, in our central London office. If you are based in the UK, we strongly recommend that you attend.
- BES is unable to cover travel expenses for the training day, except for anyone with extenuating financial circumstances. Please contact [Christina](#) for further information.
- Topics covered during the day will include: what mentoring is; what makes a good mentor; what makes a good mentee; safeguarding; and an introduction to our scheme.
- We welcome international applications for this scheme and therefore understand that not everyone can attend the training. Training materials will be provided to those that cannot attend.

### *Support and contact with the BES during the scheme:*

- Following the training, mentoring pairs will be provided with a guide on how to structure the first 6 meetings of the scheme. You will also be provided with a mentoring handbook.
- The Mentoring Coordinator will be in touch throughout the scheme (up to 12 months) to provide any additional resources and to share best practices between mentoring pairs.
- The privacy of each session is paramount to successful mentoring; however, the BES expects the mentor or mentee to report anything which comprises their safety as soon as possible to the Mentoring Coordinator.
- 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. In this event, we ask you to complete an evaluation form to provide feedback on why the scheme was ended.
- All mentors and mentees will be asked to complete a feedback form at the end of the scheme (either at 6 or 12 months). Additional surveys may be circulated during the scheme to help monitor everyone's progress.