

## ICAS Foundation Mentor – Volunteer Role Description

<b>Location</b>	Across Scotland / UK – mentors matched to student in geographical area
<b>Time Commitment</b>	Around 1-2 hours per month
<b>Role Duration</b>	Minimum 2 years commitment. Ideally, mentors will support mentees throughout their university experience.
<b>Volunteer Manager</b>	Operations and Engagement Manager, ICAS Foundation

### Introduction

Launched in 2012, the ICAS Foundation aims to support academically talented young people from disadvantaged communities into university to study accountancy or a finance related degree, through the provision of mentoring and financial assistance.

Our mentoring programme is a key part of this support, and we are looking for volunteer mentors who can share their valuable experience with students to help them develop and make the most of their university experience.

### What's involved?

Mentors are matched with a student, generally at the start or early in their university degree. There is a mutual responsibility for mentors and mentees to meet and communicate regularly, although we recognise that mentors may take the lead in arranging meetings, particularly early in the mentoring relationship.

Mentors are required to submit quarterly password-protected mentoring logs to the ICAS Foundation which provide an overview of the mentoring contact and resulting actions. These logs should also be shared with the mentee.

The mentoring relationship is based on mutual trust and as such, it is important that mentors maintain an appropriate level of confidentiality and take steps to ensure this information is kept secure. Mentors are encouraged to communicate any concerns or challenges to the ICAS Foundation as soon as possible.

### Why should I volunteer?

Mentoring is a constructive, developmental form of support and of mutual benefit to those taking part. Mentors gain personal and professional satisfaction in helping a student gain recognition from their peers and fulfil their academic potential and career ambitions. They have the opportunity to connect with other mentors and gain improved interpersonal and coaching skills. It is also an opportunity for Chartered Accountants to give back to the communities where they operate.

## **What support do mentors receive?**

All mentors receive the ICAS Foundation Mentoring Policy and Mentor Guidance Notes, which provide general information on mentoring and specifically mentoring with the ICAS Foundation. Mentors also have support from ICAS Foundation staff, in particular the Operations and Engagement Manager, who will regularly communicate with you and can provide advice and guidance as required. Regular dates are provided for mentor one-to-one support sessions by telephone with the Volunteer Manager.

The ICAS Foundation provides access to a LinkedIn group for mentors, which allows mentors to discuss issues and experiences as a group. Further information is provided when mentors are matched with a mentee. Other opportunities for mentors to provide feedback, meet and share experiences may be provided by the ICAS Foundation on an ad-hoc basis.

## **Who can volunteer in this role?**

The ICAS Foundation mentoring promotes a commitment to equal opportunities, including within its mentoring scheme.

In general, all of our mentors are ICAS members and qualified chartered accountants. We believe that the experience gained by members is invaluable in supporting students who are undertaking accountancy or finance degrees and potentially following a similar career path. Occasionally, an individual who is not an ICAS member but has exceptional relevant experience may be invited to participate in the programme.

## **Do mentors need any specific experience or qualifications?**

Our mentors do not require any specific experience or training to volunteer with us. As we are looking for mentors who can provide effective support to students from disadvantaged communities, individuals with experience of / training in mentoring, or personal experience relevant to our students, are particularly encouraged to apply.

Mentors may be invited to support students who are under the age of 18 when they attend university. In these circumstances, mentors would be asked to complete a relevant criminal records check (PVG check) as part of our safeguarding procedures. This is not a general requirement of mentoring and mentors will be asked at point of application if they would be willing to work with under 18s and undertake this check.

## **What are the next steps?**

- If you are interested in becoming a mentor, please complete the application form on our website at <http://www.icasfoundation.org.uk/becomementor.html> and return it to the ICAS Foundation. Applications are generally acknowledged within five working days.
- If you are in a geographical area where we currently have no availability or are unlikely to have availability in the near future, we may ask to keep your application on hold.
- The ICAS Foundation will contact your referees to take up references.
- The ICAS Foundation will contact you to arrange an informal interview or to discuss your reference feedback.
- An informal interview will generally take place in person, but may take place by phone depending on your location.
- The ICAS Foundation will contact you to confirm the outcome within five working days.
- If you are successful, you will be asked to sign our Volunteer Agreement. Once this has been returned to us, you will be added to our list of mentors and assigned a student mentee at the next available opportunity.