



Mentoring Scheme Handbook

2021-2022

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1 Introduction

- 1.1 The Women in Planning Mentoring Scheme brings together individuals who are seeking support and guidance on their career development from more experienced professionals who are willing to share their knowledge and experiences.
- 1.2 Women in Planning is an independent network with the aim of promoting a diverse, equitable and inclusive planning industry. The Network was established to empower women working in the sector and support their career development, we consider that the Scheme is one of the ways in which we fulfil this.
- 1.3 The key benefit to Mentees are:
 - The opportunity to gain objective guidance and support from professionals outside of your organisation which will aide your career growth.
 - Learning from the experience of others and develop your own self-reflection and decision-making skills.
 - The opportunity to focus on the skills/knowledge you would like to develop.
- 1.4 The key benefits to Mentors are:
 - The opportunity to act as a role model and inspire future generations.
 - Developing leadership and management skills.
 - Expanding connections across the Women in Planning network.
- 1.5 The Scheme is open to all our members working in the planning and the built environment sector. Students right through to those working in the Boardroom are all welcome. We will review each application and do our best to find a suitable match for you to fulfil your objectives. Places are limited to 20 pairings and the intake will be capped at 50 per role.

2 How it will work

8 MARCH 2021

The Scheme launches. Online forms must be completed by **7 MAY 2021**. Forms can be accessed via www.womeninplanning.org/mentoringScheme

MAY 2021

Applications will be reviewed by the Women in Planning Mentoring Group. The data collected will be stored in accordance with Data Protection Act 2018. Participants will be capped at 20 pairings and based on best fit in the matching process. The intake of applications will be capped 50 per role.

MAY - JUNE 2021

All applications will be reviewed and matches will be made based on information provided in the form.

JULY 2021

Details of Mentor and Mentee matches will be sent to each pairing by the end of **JULY 2021**. You will be given a point of contact at Women in Planning for any queries, or feedback.

JULY 2021 – JULY 2022

The Scheme will run for 12 months. We will leave it up to the individuals to decide how, when and where they meet, however, we suggest monthly catch ups.

JANUARY 2022

Women in Planning will request feedback from Mentors and Mentees 6 months into the Scheme. A questionnaire will be issued to Mentors and Mentees for their feedback.

AUGUST 2022

The Scheme will end. Questionnaire will be sent to those involved in the Scheme for their feedback.

3 Terms

- 3.1 The involvement of Women in Planning is limited to identifying and introducing the Mentor and the Mentee. It will include seeking feedback on the Scheme. Women in Planning will not charge for its services.
- 3.2 By entering the scheme, the Mentor agrees to provide advice free of charge and in good faith. The Mentee shall not at any time be obliged to act on any information, suggestion, advice, or guidance given by the Mentor. However, if they do it is at their own risk. Women in Planning, Mentor and Mentee are not liable to each other or any third party for any loss, damage, costs, or liabilities suffered as a result of the Mentoring Relationship.
- 3.3 The Mentor and Mentee shall maintain professionalism throughout the mentoring relationship and will conduct themselves with respect and integrity, acting in a way which respects diversity and promotes equal opportunities.
- 3.4 Unless expressed consent is given the Mentee or Mentor discussions will be kept confidential.
- 3.5 Relationship may continue to operate beyond the 12 months by agreement between the Mentor and the Mentee. This is at your discretion.
- 3.6 If the Mentor or Mentee is unhappy with the mentoring relationship, it is up to the individuals involved to decide a course of action.

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