Mentor Role Description

Function - To work as part of the Non-Medical Assistance Scheme. To provide mentoring to students who have been allocated a Mentor as part of their support with their study.

Duties and Responsibilities to the Student

- Assist and monitor the student’s transition into University life
- Support the student accessing the social environment at University
- Support the student in understanding demands placed upon him/her with respect to coursework, deadlines, processes and procedures
- Assist the student in making sense of ambiguous and confusing situations
- Support the student with problem solving, identifying and referring to other key services within and external to the University
- Help the student identify issues causing concern and propose ideas for self-monitoring and/or resolution
- Support the student in developing strategies that enable participation in student life
- Establish and maintain clear role boundaries
- Meet at designated times/places with the student

Duties and Responsibilities to the DRC

- Complete relevant administrative tasks/documentation associated with Mentoring, particularly termly reports and regular feedback to the DRC
- Maintain and respect confidentiality at all times, and refer matters of concern when necessary via the CIMR procedure
- Attend and participate in Mentor supervisions sessions, at least one 1 to 1 session per term (unless the DRC request otherwise)
- Attend a year start and a year end training session
- Regularly review/self-evaluate the effectiveness of support provided
- Maintain the confidentiality of your colleagues and students when using CamTools and check in fortnightly to review announcements and respond to forum posts as appropriate.
## Person Profile

<table>
<thead>
<tr>
<th>Education &amp; qualifications</th>
<th>Degree level education or equivalent</th>
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| **Specialist knowledge & skills** | • Good understanding of disability and working with disabled people  
• Experience of working 1:1 with people  
• Ability to motivate people  
• Ability to work with a wide range of sensitive/confidential issues  
• Ability to work with a wide range of people  
• Creativity  
• Excellent organisational skills  
• Confident working independently  

**Desirable**  
• Awareness or interest in Assistive Technology |
| **Interpersonal & communication skills** | • Excellent verbal and written communication skills  
• Excellent listening skills  
• Discretion and tact  
• Able to work as part of a team and work under instruction  
• Flexibility  
• Awareness of personal boundaries |
| **Relevant experience** | **Desirable**  
• Experience of working within Further or Higher Education  
• Previous experience of mentoring |