

East of England Mentoring Fellowship

Role Profile: Mentoring Fellow

Role Profile:	Mentoring Fellow	Grade:	ST3 or above
Line Manager:	Programme Director for Mentoring	Accountable to:	Head of Faculty of Education and Leadership HEE East of England Office
Hours of work:	2-3 days per week for 1 year (Flexible according to negotiated time out of clinical work)	Training:	This role may or may not extend the length of your training, depending upon specified competencies within your Specialty. You should discuss this with your TPD. You may need to consider applying for Out of Programme experience or Less Than Full Time training.
Type of contract:		Requirement to travel:	Yes – on occasion

<p>Role purpose and context</p>	<p>The East of England Office within Health Education England (HEE) is committed to providing outstanding support and development for Doctors in Training. A good Mentor guides a Mentee in their learning and personal and professional development. They can help their Mentees to make the most of their training, to fulfil their goals and to reach their full potential. They can also support and guide them in more challenging times.</p> <p>Our vision for the Coaching and Mentoring Programme is for every Trainee to have access to a Mentor, should they wish.</p> <p>We would like to appoint two part time Mentoring Fellows to help deliver this vision.</p> <p>Working closely with the Programme Director for Coaching and Mentoring, Heads of Schools, Mentoring Leads and other stakeholders, Fellows work as a team to promote and support the establishment and development of Mentoring Schemes within the region.</p> <p>Fellows have the opportunity to build mentoring, teaching, leadership and project management skills whilst experiencing cross specialty working to deliver sustainable improvement to the training experience. There will be the opportunity to access the Leadership Academy resources for mentoring including learning and development events and the Mentoring register.</p>
<p>Role objectives</p>	<p>Raise the profile of Mentoring within the region</p> <p>Increase the number of Mentoring schemes within the region</p> <p>Provide schemes with resources and support to enable them to succeed</p> <p>Enable more doctors to successfully navigate training and to reach their full potential</p>

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	Essential	Desirable
Education and level of experience	<p>MBBS or equivalent</p> <p>HEE East of England ST3 or above</p>	Teaching or Mentoring qualification
Experience	<p>Previous experience as a Mentor</p> <p>Supporting the delivery of a project</p>	<p>Participant in a national Mentoring scheme e.g. Royal College</p> <p>Cross specialty or multi-professional teaching</p> <p>Resource development</p>
Skills, Abilities & Knowledge	<p>A commitment to delivering high quality improvement</p> <p>Excellent organisational abilities:</p> <ul style="list-style-type: none"> • Ability to forward plan • Ability to keep on track to deliver sustainable outcomes • Time management and prioritisation skills <p>Adept in using MS Office (Excel; Word; Power Point); Internet; Email</p> <p>People management and leadership skills</p> <p>Ability to work collaboratively across grades, specialties and professions</p>	<p>Knowledge of avenues of support for Trainees in difficulty</p> <p>Social media / website skills</p>

	<p>Able to work both independently and as part of a team</p> <p>Great interpersonal and communication skills that will enable you to:</p> <ul style="list-style-type: none"> • articulate vision • communicate effectively • encourage ability • engage well with a variety of stakeholders • inspire & motivate <p>Personally, you should be resilient, be open to challenge and have flexibility in your approach and in your working hours</p>	
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<p>Key responsibilities:</p>
<p>To make a significant contribution to HEE East of England Office’s goal to increase access to Mentoring for Trainees.</p>
<p>To engage on a regular basis with the Programme Director providing written updates or reports to evidence progression with the assignment and project delivery</p>
<p>To raise the profile of the Mentoring Programme through engagement, oral and poster presentations at appropriate meetings, events and conferences</p>
<p>To engage with individuals and programmes within HEE EoE across related areas to share knowledge and skills</p>
<p>To develop tools and resources to support Mentoring Schemes</p>

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To assist / provide teaching and training in respect of Mentoring
To encourage the sharing of good practice between Mentoring Schemes
To develop the Mentoring website area
To develop a Mentoring Scheme register
Any other duties which may be deemed appropriate for this role and which may develop over a period of time
To comply at all times with all policies, guidelines and protocols of the NHS