

Office for Recreation and Sport

Pilot

Women in Sport and Recreation
Mentoring Program Guidelines

2017



Government of South Australia
Office for Recreation and Sport

Mentoring Program Overview

The history of mentoring can be traced back through Greek philosophy to the character of Mentor in Homer's Odyssey. While many definitions exist, a mentor can be broadly defined as *'someone who gives help and advice to a less experienced person'*. The role of mentoring remains an important facet of personal and professional development. In a world where we are challenged by an overload of information, mentoring provides a valuable opportunity for reflection, active enquiry and learning.

The Mentoring Program forms part of the Office for Recreation and Sport's broader commitment to increasing Diversity and Inclusion in the Sport and Recreation sector, with the specific aim of increasing the skills, knowledge and experience of women working in the sector as a part of their overall career development and advancement. While the Mentees will be women, both men and women leaders are encouraged to register Expressions of Interest to participate in the program as Mentors.

Please refer to the 'Mentoring Program Key Dates and Timeline', outlined on page 6, for further information regarding program dates and related workshops. For any additional queries not addressed by the Guidelines, please contact the Program Coordinator, Kerin Cross, Senior Project Officer Inclusion via email kerin.cross@sa.gov.au or telephone 8457 1422.

Benefits of Mentoring

Mentoring is more than the transfer of advice, knowledge and insights from the mentor to the mentee. The relationship offers reciprocal and tangible benefits for both parties.

Some of the benefits for Mentees include:

- Access to a confidential "sounding board" and a safe zone for exploring ideas
- Ability to gain practical advice, encouragement and support
- Exposure to new ideas and ways of thinking
- Expanded strategies for addressing challenges and pursuing career opportunities
- An expanded professional network
- Increased visibility and recognition within an organisation and/or sector

Some of the benefits for Mentors include:

- Refined and enhanced coaching and mentoring skills
- Opportunity to support the development of the next generation of leaders
- Insight into different perspectives, ideas and approaches to working
- Increased understanding of the challenges and experiences of aspiring women leaders
- Opportunity to reflect on their own goals and career aspirations

'If you light a lamp for someone it will also brighten your own path.'

Buddhist Proverb

Roles and responsibilities of the Mentor and Mentee

Role of the Mentor: The primary role of the mentor is to provide feedback and guidance to the mentee based on the mentee's identified developmental needs and goals. At different points in the relationship, the mentor will take on the following roles:

Coach

- Demonstrate good listening and observation skills
- Ask insightful questions to encourage reflection
- Encourage the mentee to explore a range of options for addressing challenges and/or pursuing opportunities

Source of encouragement/support

- Challenge the mentee's traditional way of thinking and acting, including considering strategies that may be outside of their comfort zone
- Support the mentee with thinking through important decisions and strategies by offering opposing views and arguments
- Share insights regarding the key factors which underpin success in the mentees organisation/sector

Resource Person

- Share ideas and resources to support the mentee to enhance their personal development and career growth
- Expand the mentee's network of contacts

Champion

- Act as an advocate for the mentee by looking for opportunities to increase the mentee's visibility/profile within the organisation and/or sector

Role of the Mentee: The mentee is encouraged to embrace the mentoring relationship as an opportunity for personal and professional development. Key aspects of the mentee's role are to:

- Commit to being honest with themselves about what they might need to change in order to grow as a professional and a person
- Take responsibility for arranging regular meetings with their Mentor and go prepared to discuss progress and next steps
- Set defined development goals and commit to delivering agreed actions
- Demonstrate a willingness to step outside of their 'comfort zone' and consider new opportunities and/or ways of working
- Maintain an open mind regarding challenges and opportunities
- Adopt a growth mindset and be open and receptive to feedback
- Be punctual and reliable at all times
- Undertake reflection activities between mentoring sessions and keep a written record of progress.

Program Application Process Overview

The ORS Pilot Women in Sport and Recreation Mentoring Program will be formally launched on Wednesday 22 March 2017. Following the Program launch, individuals interested in participating as a Mentor in the Program should contact the Program Coordinator Kerin Cross, Senior Project Officer, Inclusion to obtain an Expression of Interest (EOI) form.

Please note, Mentor EOI's close on Friday 31 March 2017 at 5:00pm. Successful Mentors will be notified of their involvement in the Program in the week beginning Monday 3 April. Mentors who are selected to participate in the program will be required to attend a Mentor Skills Workshop on Tuesday 11 April, from 10:30am – 1:30pm.

Individuals interested in participating as a Mentee in the Program can express their interest from Monday 10 April 2017. To do this they should contact the Program Coordinator Kerin Cross, Senior Project Officer, Inclusion to obtain the EOI form. Please note, Mentee EOI's close on Friday 21 April at 5:00pm.

As a part of the Mentee EOI process, Mentees will review the Mentor profiles and nominate their top three preferences for a Mentor. Successful Mentees will be advised of their involvement in the Program and their allocated Mentor in the week beginning Monday 1 May. Please note that every effort will be made for successful Mentees to be paired with their preferred Mentor, however this outcome will be influenced by both Mentee preferences and the alignment between the goals the Mentee hopes to achieve and the experience of Mentors.

Both Mentors and Mentees are required to attend the Mentoring Program Commencement Workshop which will take place on Tuesday 16 May, from 9:30am – 11:30am. Following the commencement workshop, six monthly meetings between the Mentor and Mentee will take place between June and November. To ensure maximum benefit is derived, meetings should last for at least one hour.

Mentoring Program Code of Conduct

Both Mentors and Mentees will observe this Code of Conduct in conjunction with their respective organisations Employee Codes of Conduct, organisational values and other behavioral expectations. Specific expectations for Mentors and Mentees include:

- Act professionally and ethically at all times
- Maintain confidentiality regarding details of all discussions unless explicit permission has been given by the other party to share details of a specific conversation
- Maintain a duty of care towards each other. If the need for personal counselling arises, the individual should be referred to their respective organisations' Employee Assistance Program and/or contact the ORS Program Coordinator, Kerin Cross
- Endeavour to keep commitments made to each other (eg meetings and events) and provide adequate notice when cancelling pre-arranged appointments
- Respect the position of third parties, such as line managers, colleagues, program facilitators and other participants in the Program
- Attend relevant mentoring training or professional development as required
- Advise the Program Coordinator, Kerin Cross in a timely manner if they need to change their involvement in the Program

Breaches of the Code of Conduct are viewed as a serious matter. All reported complaints of Mentor or Mentee misconduct or suspected breaches of the Mentoring Code of Conduct will be investigated.

Mentoring Program Selection Process

Expressions of Interest from both Mentors and Mentees will be assessed by a panel of ORS representatives. Expressions of Interest will be considered in the context of the following Selection Criteria.

Mentor Selection Criteria

- A leader with a minimum of 5 years experience in the Sport and Recreation Sector or other related/relevant area
- Demonstrated interest in actively supporting the professional development of women working in the Sport and Recreation Sector
- Commitment to support the Mentee with advancing their specific development goals (set by the Mentee as a part of the Program)
- Where possible, introduce the Mentee to a range of professional networks and key stakeholders to support increasing their visibility and understanding of the broader Sport and Recreation Sector
- Capacity to attend the Mentor Skills Workshop, Mentoring Program Commencement Workshop and Post Program Reflection Workshop (dates outlined on page 6)
- Capacity to meet with the nominated Mentee on a monthly basis for at least one hour over a six month period (between June and November 2017)

Mentee Selection Criteria

- Women currently working in the Sport and Recreation Sector who are aspiring to progress into a leadership role or are new to a leadership role
- Demonstrated commitment to their own professional development to support progressing career goals and aspirations
- Identification of key areas for development to be pursued as a part of the Program
- Capacity to attend the Mentoring Program Commencement Workshop and Post Program Reflection Workshop (dates outlined on page 6)
- Endorsement of the EOI by the Mentee's line manager or a senior manager/leader who is familiar with the Mentee's workplace experience and achievements.
- Approval from the Mentee's line manager to participate in the Program

2017 ORS Mentoring Program Key Dates and Timeline

Date	Activity
Wednesday 22 March	<ul style="list-style-type: none"> • Launch of Mentoring Program • Call for Expressions of Interest (EOI) from individuals interested in participating as a Mentor • Note: Mentor EOI's close on Friday 31 March 2017
Week beginning Monday 3 April	<ul style="list-style-type: none"> • Successful Mentors advised of their involvement in the Program
Monday 10 April	<ul style="list-style-type: none"> • Call for Expressions of Interest (EOI) from individuals interested in participating as a Mentee • Note: Mentee EOI's close on Friday 21 April 2017
Tuesday 11 April (10:30am – 1:30pm)	<ul style="list-style-type: none"> • Mentor Skills Workshop for Mentors involved in the Program
Week beginning Monday 1 May	<ul style="list-style-type: none"> • Successful Mentees advised of their involvement in the Program
Tuesday 16 May (9:30am – 11:30am)	<ul style="list-style-type: none"> • Mentor Program Commencement Workshop (for both Mentors and Mentees)
June – November	<ul style="list-style-type: none"> • Six monthly meetings between Mentor and Mentee • Meetings should last for at least one hour • The final mentoring meeting should take place prior to the final workshop on Tuesday 21 November
Tuesday 21 November (10:30am – 1:30pm)	<ul style="list-style-type: none"> • Post Program Reflection Workshop (for both Mentors and Mentees)

Questions?

Please contact the Program Coordinator:

Kerin Cross
 Senior Project Officer, Inclusion
 Email: kerin.cross@sa.gov.au
 Phone: 08 8457 1422