



ROYAL TELEVISION SOCIETY

Mentoring Guidelines

There are many types of mentoring, all of which are focused upon providing a helping relationship, the mentor, providing the benefit of their experience and expertise to an individual mentee or occasionally a group of mentees

Royal Television Society Mentoring of Bursary Students

What is mentoring in this context?

In this context, mentoring is a supportive relationship between an industry professional and a second or third-year undergraduate seeking to work in a similar role after they graduate. We would hope that the mentor would be able to support the mentee by providing helpful comments on the quality of work produced, helping the student to develop their CV and portfolio if appropriate and in approaching potential future employers. It is hoped that this relationship would be:

- Motivating
- Empowering
- Facilitating
- Supporting

Every mentoring relationship will be different; but all mentoring relationships present the opportunity to learn from each other. The relationship is not intended to provide counselling for mentees or long-term support.

What are the Expectations of a Mentor?

It is important at the outset to be clear about the time commitment you can make, and how and when mentoring support will be available. We would expect mentors to meet with the student (either face to face or via Skype or Facetime or similar) to agree objectives for the mentoring relationship, the time period over which this will happen, and the support the mentor is able to provide. After this first meeting, we would expect this to be a minimum of a quarterly email exchange. It is important to agree the duration of the relationship with the mentee, and when the mentoring will finish. A mentoring set up form is included at the end of these guidelines. It is recommended you complete the form at your first meeting with the mentee.

What are the Expectations of a Mentee?

It is very important to recognise that this support is provided in addition to a 'day job', and to value the time provided by the mentor. You are expected to be proactive in this relationship, remembering to set up and keep appointments, responding promptly and keeping requests for support to the agreed time available are all very important. It is also important to give time to thinking about the sort of help that would be most valuable, and when you would most appreciate input. It is your responsibility to keep your mentor informed about your progress and to ensure

contact is maintained. We have included a mentoring log format the end of this guidance as well as a mentoring set up form. It is recommended that you complete both forms at your first meeting, and a copy of the mentoring log at each subsequent meeting.

Person Spec for Mentors

An industry mentor should:

- Provide an outside industry-led perspective
- Be a sounding board for ideas
- Facilitate decision-making by suggesting alternatives based on personal experience
- Provide support and encouragement
- Help to action plan

Key attributes and skills

- Thorough understanding of the specified area of work
- An interest in and desire to help talented young people from diverse backgrounds gain access to roles in the Industry
- Listening and questioning skills
- Providing honest and constructive feedback
- Supporting the young person to develop action plans as appropriate

Matching Mentors

The RTS will identify specific mentoring requests and try to match students with mentors in appropriate areas of the Industry and agree a suggested timeframe and method of initial contact with the mentor and mentee. The industry mentor will then contact the mentee to begin the process.

Feedback

We will contact both parties during the first month/6 weeks, to check they are comfortable with the person with whom they have been matched and are happy to continue. We will contact both parties to request written feedback at the end of each academic year – mentees will feedback as part of their annual report. Mentors will be requested to complete our annual feedback form. We will use this feedback to help us to develop successful future mentoring relationships.

What if it doesn't work out?

Most problems arise through lack of communication – students may be wary of 'bothering' someone they regard as at the top of their profession. Mentors are invariably busy people. They will sometimes miss emails or take time to respond and will not have time to chase students. It is important that the mentee recognises that it is their responsibility to keep their mentor updated as to their progress and takes responsibility for maintaining contact – it is after all the mentor who is doing you the favour, so you do need to put the work in!

Should either the mentor or the mentee feel that the mentoring relationship is not going well, please contact Anne Dawson at the RTS – bursaries@rts.org.uk RTS and we will explore appropriate ways to resolve any problems.

A Professional Relationship

We do not expect there to be any inappropriate behaviour, but it is always sensible when meeting someone for the first time to take some simple precautions. We recommend you take note of the information and recommendations below about safeguarding. We also recommend you read and take note of the RTS Code of conduct below. If you have any issues with regard to safeguarding or believe there has been a breach of the RTS code of conduct, please contact Anne Dawson in the first instance. Email address: bursaries@rts.org.uk

Safeguarding

Meetings must take place in a suitable environment – a shared meeting venue, office space, etc. Coffee shops and hotel public meeting areas are suitable place to hold mentoring meetings. **Never have a mentoring meeting at a home address of either Mentor or Mentee or somewhere either of you feel vulnerable or uneasy.**

RTS Code of Conduct

All RTS staff, volunteers, bursary recipients, mentors, event attendees and members are expected to act in a considerate manner at all times and follow these guidelines to ensure a positive experience and respectful environment at all meetings and events.

The Royal Television Society will not tolerate any disrespectful behaviour that could bring the Society into disrepute, including, but not limited to:

- The use of abusive language related to religious beliefs, race, ethnicity, physical appearance, disability, sexual orientation, age, gender, gender identity and expression
- The use of offensive or sexualised materials, images or content on social media or within the venue of the event
- Stalking or aggressive and harmful behaviour towards event attendees, speakers and RTS staff
- Photography of an inappropriate nature
- Unwelcome sexual attention or physical contact that is inappropriate



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Mentoring Set Up Form

Mentee:		Mentor:	
Meeting Date	Location	Next Meeting Date	
Mentees Objectives: 1. 2. 3.	<ul style="list-style-type: none"> • How we will work together: • Frequency of meetings (Skype, phone calls etc) • Who to set up: • Contact between meetings: • Preparation for meetings • Duration of mentoring relationship – initial commitment: 		
Actions for next meeting 			



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Mentoring Log

Mentee:	Mentor:	
Meeting Date	Location	Next Meeting Date
Review of Agreed Actions from Previous Meeting		
Goals/Focus of this session		
Summary of Agreed Actions/Outcomes		