



Professional Mentoring Scheme 2017

Information for Mentees

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INFORMATION FOR MENTEES

Who can apply?

The mentoring scheme is open to all National Criminal Justice Arts Alliance (NCJAA) members and is aimed at:

- New and emerging practitioners who would like to know more about how to work in the field of arts and criminal justice (such as freelance artists and facilitators)
- People moving into the field of criminal justice from other community/ participatory arts fields (for example health)

Criteria to apply:

- You need to already have some experience of delivering arts interventions with excluded groups
- Be at the early stages of your career in this area, but feel more support would be beneficial
- Either working as a freelance artist or facilitator
- Interested in setting up an organisation or programme of work with offenders or developing your skills and artistic practice through working with offenders
- You must be able to commit for up to 6 months mentoring and a minimum of 4 meetings/phone conversations
- Show commitment and potential within the sector

Who cannot apply

Please note that this scheme is not aimed at undergraduates or people who have recently graduated.

What happens next?

If you meet the criteria, we will aim to match you with an appropriate mentor within one month. You will then be given the contact details of your mentor and it will be up to you to make contact and arrange your first meeting. In your first meeting you should outline what you hope to get from the mentoring and agree on a set of expectations that suit you both. The mentor will ask you to sign a mentoring agreement form. You can then arrange a series of meetings and the mentoring process will begin.

Complaints and feedback

If you experience any concerns or issues, you can contact Jessica Plant or Kate Davey at the NCJAA and if you feel unable to voice your concern that way you can contact Richard Nicholls the programme manager at Clinks.

APPENDICIES

Appendix 1: Application form – to receive professional mentoring

Your Name:

Email:

Telephone:

Current role:

Any relevant experience you have of working in arts and criminal justice:

Why would like a mentor from the NCJAA to support you with your professional development?

Please tick to ensure you meet the relevant criteria, so we can ensure suitability (you can tick more than one):

	√please tick
I have some experience of delivering arts interventions with an excluded groups	
I am have some, but limited experience in arts and criminal justice	
I am working as a freelance artist or facilitator (or have some experience in doing so)	
I am interested in and committed to setting up a programme or organisation which focuses on arts interventions/projects with offenders	
I am interested in setting up an organisation or programme of work with offenders or that uses artistic practice working with offenders	
I am able to commit for up to 6 months of mentoring (i.e. a minimum of four meetings)	
I have commitment and motivation to work in the arts and criminal justice sector and want to learn from an expert about the sector	

What areas would like support via this mentoring scheme in?

Area	Please tick (you can tick more than one)
Art direction	
Knowledge of using different art forms as criminal justice interventions, including: visual arts, theatre and performance, music and dance	
Using arts safely with vulnerable people; i.e. health and safety/safeguarding – child protection	
Working with different client groups such as offenders, young people, mental health, homelessness and complex needs	
Knowledge of the prison and probation settings	
Policy and influencing work	
The challenges of running your own organisations	
Teaching within prisons	
Academia with arts and CJS	
Working with government, i.e. NOMS and the MOJ	
Creating effective partnerships	
Working with national arts organisations	
Fundraising	
Staffing and management	
Curating	
Other (please explain)	

Appendix 4: Mentoring agreement form

(Adapted from Mentoring and Befriending Toolkit on Developing Successful Mentoring and Befriending, Appendix 11: mentoring agreement)

The purpose of this agreement is to clarify the roles and responsibilities of both the mentor and mentee. By voluntarily entering into this mentoring relationship, we agree:

1. To meet (or speak to one another) at least once every _____ weeks for _____ months
2. To agree to contact each other between meetings by telephone/email no more than once every _____ days/weeks
3. To meet in a public place (e.g. cafe), not our home addresses
4. To arrive on time or to contact each other at least the day before if unable to make the meeting
5. To contact the project co-ordinator (Jessica Plant) if either of us feel the mentoring relationship is not working
6. Not to attend meetings under the influence of drugs/alcohol
7. Not to give or accept money or gifts from each other

In addition, the role of the mentor is:

- To work with the mentee to identify goals and action needed to progress and support their needs and ambitions
- To give focus, encouragement, information and support to the mentee to help them achieve their ambitions working within arts and criminal justice
- To maintain regular contact with the mentee (suitable contact time to be agreed between the 2 parties)
- To provide support and guidance in a friendly, non-judgemental manner that enable the mentee to make their own decisions and to respect the decisions the mentee makes
- To act in the best interests of the mentee and the NCJAA mentoring scheme at all times, pointing out opportunities as well as potential problems
- To update the NCJAA on the progress of the mentoring relationship
- To seek help from the project if the mentee has a problem beyond my experiences and/or expertise
- To keep the content of the meetings confidential, unless otherwise agreed or if the information disclosed leads to concerns about the mentee or someone else's welfare or safety in which case it must be reported to the project and your own organisation
- To be honest and provide constructive feedback to the mentee

And the role of mentee is:

- To cooperate with any reasonable request from the mentor provided it is in the interest of the mentee
- To work with the mentor to produce an action or development plan
- To keep the mentor and the project informed of any changes to contact details
- To be open to feedback from their mentor and to be honest in the information that he/she gives to the mentor

Anyone who is felt to break this agreement will be removed as a member of the NCJAA in line with our Terms of Reference.

Please state three goals you would like to get from the mentoring process:

I agree to adhere to the objectives and code of conduct outlined in this document

Date.....

Mentors full name.....Mentors signature.....

Mentees full name.....Mentees signature.....