



# **Professional Mentoring Scheme 2017**

## **General Information**

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## GENERAL INFORMATION - INTRODUCTION AND AIMS OF THE SCHEME

### Introduction

The National Criminal Justice Arts Alliance (NCJAA) is the national body for the promotion of arts in the Criminal Justice System. Managed by Clinks, the NCJAA has over 800 members consisting of established arts organisations, charities, individual artists, practitioners and academics. Arts organisations provide a vital part of the rehabilitation process for offenders and the NCJAA is here to celebrate and showcase this essential, innovative work. We provide a collective voice at policy level and develop evidence to make the case for arts in prison and community settings, raising the profile and practice of the arts in the Criminal Justice System. We do this by: promoting arts organisations; building the evidence base; supporting and informing policy; practice development; and by developing audiences.

### Professional mentoring

Through this scheme the NCJAA aims to share knowledge of arts and criminal justice across the membership by providing opportunities for new emerging practitioners to get support and guidance from experts within the field.

This scheme will therefore offer a mentoring service for individuals, artists and arts organisations who want to work in, or learn more about arts and criminal justice and need specific support to enable them to do so more effectively.

The Mentoring and Befriending Foundation define the role of mentoring as *“a supportive and mutually beneficial relationship, which an individual voluntarily gives time to support and encourage another to make changes in their life”*. Although this definition is useful, the NCJAA mentoring scheme is very much focused on **professional expertise** and guidance and while it will incorporate an aspect of nurturing and encouragement, the focus on **knowledge and skill sharing** is predominant. The purpose of the scheme is therefore to:

- Expand opportunities for members to develop professional skills and knowledge in the field of arts and criminal justice through a one to one mentoring relationship

### Objectives of the project

- To improve our range of methods and ability to share good practice and expertise across the NCJAA network
- To increase members' knowledge and understanding of arts provision in criminal justice settings
- To provide opportunities for training in mentoring skills for NCJAA mentors

### Details about this scheme

This scheme will use a traditional mentoring model i.e. one to one mentoring, where a more experienced person mentors a less experienced person. However it will take an informal approach in relation to delivery; based on trust, occurring as part of everyday working life and arranged by mutual agreement. It will involve a range of methods; face-to-face, e-mentoring and telephone contact (based on suitability and availability, which is agreed from the outset).

### Expectations

- 1) Whilst this scheme is aimed at encouraging new artists and individuals to learn more about the area of arts and criminal justice to develop their careers and improve practice, it must be acknowledged that there are currently limited roles and opportunities within this field. This



scheme can in no way guarantee routes to paid employment.

- 2) The aim of the scheme is to pair mentees with mentors who have years of experience in the sector so they can share skills and learn from each other. The scheme does not pair arts mentors with prisoners or people who have just come out of prison. The Koestler Trust runs an arts mentoring scheme designed to support people with experience of the Criminal Justice System with their interest in the arts. Visit [www.koestlertrust.org.uk/mentoring](http://www.koestlertrust.org.uk/mentoring) for more information.

### **Management and staffing**

The NCJAA Manager, Jessica Plant, will manage the mentoring scheme. The scheme will be coordinated by the NCJAA Communications Officer, Kate Davey. The NCJAA is guided by a Steering Group and information about the NCJAA governance can be found on the NCJAA website; [www.artsincriminaljustice.org.uk/governance](http://www.artsincriminaljustice.org.uk/governance). The NCJAA is legally and financially managed by Clinks. The NCJAA Communications Officer will co-ordinate the training, matching and evaluation of the mentoring scheme. Mentors will be selected from the NCJAA Steering Group, arts projects involved with the NCJAA's large-scale research project and coordinated programme of activity – Inspiring Futures, as well as the network's wider membership. They must be able to demonstrate the appropriate skills, experience and characteristics to be a suitable mentor. Mentees must also be members of the NCJAA and they will also be selected based on relevant criteria outlined in the application forms.

### **Project delivery**

The project will be managed from the NCJAA office based at Clinks:

Clinks, Tavis House  
1 – 6 Tavistock Square  
London  
WC1H 9NA

### **Contact details**

NCJAA Manager [Jessica.plant@clinks.org](mailto:Jessica.plant@clinks.org)  
NCJAA Communications Officer [Kate.davey@clinks.org](mailto:Kate.davey@clinks.org)

020 7383 0966

### **Monitoring and evaluation**

Evaluation will happen at two points during the pilot scheme. Kate Davey will co-ordinate the evaluation process, via a light touch telephone interview and evaluation form by paper or online survey. Kate Davey will monitor uptake of mentors and mentees and keep all confidential records in accordance with the Clinks data protection and confidentiality policy.

### **Policies and procedures**

This pilot scheme will be relatively light touch and procedure free, however this document provides some basic guidance around good practice and roles and responsibilities, which the mentor and mentees must adhere to. It is important to state that within this scheme we are not aiming to support vulnerable people, but to provide professional guidance relating to careers within arts and criminal justice settings.

However to ensure health and safety and to protect any potentially vulnerable people who mentors and mentees may come into contact with, mentors who agree to take part in the scheme will be acting within their professional current employed position. Whilst mentors will be supporting the work of the NCJAA, the mentor role is considered part of their working day and therefore falls within

the context of mentors own organisational employment policies. Therefore to engage in the scheme all mentors must be able to demonstrate that their organisation has up to date policies relating to:

- Child/vulnerable adult protection
- Confidentiality
- Data protection
- Health and Safety (including personal safety)
- Insurance (including employers liability insurance, public liability insurance, professional Indemnity insurance and personal accident insurance)
- Diversity and equal opportunities
- Complaints
- Professional code of conduct

The NCJAA is managed by Clinks and will adhere to their confidentiality, data protection, complaints and diversity and equal opportunities procedures in relation to managing this mentoring scheme.

As stated above all individuals who volunteer as mentors will act on behalf of their organisation and will adhere to their relevant organisational policies. This is particularly relevant to any professional conduct and any health and safety issues that may occur in face to face meetings or any contact with vulnerable people within criminal justice settings.

### **NCJAA's role**

The NCJAA will match mentors with mentees and will evaluate the scheme, by gathering feedback from both partners.

### **Who are the mentors?**

The NCJAA mentors are made up of established NCJAA members with a minimum of 5 years' experience within arts in criminal justice. All mentors will have received a training day in mentoring and will be selected for their specific skills. Mentors will follow the relevant NCJAA guidance documents to support their mentees; however the scheme will remain needs led, fairly informal and light-touch.

### **What will the mentoring look like?**

Expert mentors working in the arts and criminal justice sector will provide a minimum of four meetings or telephone conversations over a six month period to their mentee. The mentors will provide a range of support about using arts within the criminal justice system, such as:

- Professional guidance
- Networking opportunities
- Ideas for direction of travel
- Advice on training and professional development
- Information on relevant events
- Management skills
- Advice on running arts projects/programmes and organisations

### **What they cannot guarantee to provide**

- Work experience
- Opportunities to work in prison or criminal justice settings
- Paid work or employment opportunities

### **What areas of expertise do the NCJAA mentors have?**

The NCJAA could offer a range of specialist knowledge on the topics below:

- Artistic 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
- Educational contracts in prisons

### **How to apply?**

If you are interested in being mentored by an expert from the NCJAA, please fill in the Mentee Application form and return to [kate.davey@clinks.org](mailto:kate.davey@clinks.org)

If you are interested in becoming a mentor, please fill in the Mentor Application form and return to [kate.davey@clinks.org](mailto:kate.davey@clinks.org)