

IEMA Fellow Mentoring

Mentee Guidance Notes & Application Forms

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# 1. Background to Mentoring

The role of the IEMA Mentoring Scheme is to provide a system whereby members can receive guidance and support from a Mentor for a period up to six months in order to progress their membership to Fellow level.

**It is the individual member’s responsibility to organise and plan their own professional development**, but having the support of a colleague or peer can be extremely helpful. A Mentor can also be advantageous when an individual is isolated in an organisation or is the only environmental professional.

# 2. Objectives of the scheme

Theobjective of the scheme is to provide a formal structure for peer Mentoring to support members towards Fellow Membership application through the provision of direction and advice.

* Talking through the competencies – what they mean, finding examples of where you demonstrate them
* Gap analysis
* Long-term goals, objectives, plan of action if far from having achieved competencies
* Review of agenda from first meeting
* How long do Mentees wait before applying?

NB: Mentees who enrol onto IEMA’s Fellow Mentoring Scheme must be at a stage whereby they are ready to start preparing their Fellow Membership Application. The IEMA Fellow Mentoring Scheme is **not** designed to offer general Mentoring for professional development.

# 3. The Role, Responsibilities and prerequisites of a Mentee

The role of the Mentee is to drive the relationship, to learn and develop professionally.

The Mentee is responsible for:

* Defining objectives and goals as they relate to the application preparation
* Defining the timescales that they are working towards
* Committing to completing agreed tasks;
* Being open and honest
* Maintaining the relationship with Mentor
* Maintaining regular contact with IEMA, including feedback every month
* Informing Mentor/IEMA if you wish the Mentoring process to be put on hold/or to cease

Task could include, writing a section of your paper. Often Mentorship involves paper review, but not necessarily. Depends on scope of what they’ve agreed to at the outset.

A Mentee can benefit from having someone, particularly externally, with whom they can discuss aspirations, develop plans and solve problems. A Mentor can provide you with encouragement and help to get you motivated, focussed and to plan your future. A Mentor can also provide you with an alternative perspective and challenge the way you think. A Mentor can provide input into setting goals or targets and help you to plan training or skills development, to address skills gaps.

**Before you go any further, please ensure that you have fully read this document, and are prepared to spend 1 hour a month on the Mentoring process.**

In order to become an IEMA Mentee, you must complete the following and email it to professional.standards@iema.net.

* Complete application form and signed declaration in Appendix I and Appendix II
* Provide an up to date CV
* Answer the reflective questions using the template in Appendix III
* Gap analysis of Fellow Membership Competencies in Appendix IV

Once we receive all of the above documentation, we will match you with an appropriate Mentor as soon as we can. If we have no available Mentors, you will be placed on a waiting list and will be contacted when a space on the scheme becomes available.

# 4. Making it work

Mentors and Mentees need to have an open and honest relationship to get the best from the process. All conversations and communications must be treated as confidential (see confidentiality form in Appendix II). The success of a Mentoring relationship is dependent upon the commitment of both parties. If as a Mentee you do not fulfil agreed objectives, the Mentor has the option to withdraw from the relationship.

It is vital that both parties plan and prepare for meetings in advance to ensure that they are constructive and produce useful outcomes.

It is recommended that the Mentor and Mentee agree early on the format of meetings, a suitable method for contacting each other and how long the commitment will last. Both parties will benefit from agreeing what the Mentee would like to achieve in a set period. It is expected that **one hour per month** (as a maximum) is sufficient time for the Mentor/Mentee relationship.

# 5. What not to expect

Mentoring is not a teaching or counselling session. Mentors are there to provide guidance and support through the Fellow application process but cannot solve all problems and are not a guarantee of successful application.

# 6. What do I do if a problem arises?

**Unable to contact Mentor**

If at any time you have problems contacting the Mentor, you are advised to contact IEMA as soon as possible. IEMA will then contact your Mentor to resolve the problem.

**Time Pressures**

If you find that your Mentor is not able to provide time to meet (by whatever method) or does not respond to messages in order that you can discuss your progress, you are advised to notify IEMA, who can discuss this with your Mentor. This problem can be largely resolved by agreeing a workable arrangement for both parties from the outset.

If, as a Mentee you are struggling to maintain the Mentor / Mentee relationship due to time pressures, you are advised to discuss the options with your Mentor and notify IEMA of the outcome.

**Other**

If you encounter any other problems, or if you wish to withdraw from the scheme, you are advised to contact IEMA Professional Standards Team on +44 (0)1522 540069 or by e-mailing [professional.standards@iema.net](mailto:professional.standards@iema.net)

# 7. The Mentoring Process

The Mentoring process is dependent on a pool of trained IEMA Mentors who work on a voluntary basis. If at any time there are insufficient Mentors to fulfil the requirements of the Mentees, they will be put on a waiting list. The scheme is only available to IEMA Members and will be directly administered by IEMA.

All IEMA Mentors will have participated in an IEMA Mentor Training Workshop to ensure that it is clear what is expected of them and will be provided with some practical guidance on the Mentoring process.

Individual Mentors will be matched with a Mentee. IEMA will endeavour to avoid conflicts of interest by avoiding matching individuals from competitor organisations. IEMA will match Mentors and Mentees, preferably on a regional basis, where possible, with common interests.

Provided that there are no conflicts of interest, contact details will be exchanged. It is the responsibility of the Mentee to drive the process and contact their nominated Mentor. The role of the Mentor is to provide support, challenge ideas and thinking; but not to provide free consultancy advice or provide solutions. The length of the relationship depends on the individuals concerned, and may involve one meeting or discussion, or it may involve a longer-term Mentoring relationship. The structure and frequency of meetings can be discussed by the Mentor and Mentee.

Suitable Mentor found, contact details of the Mentor are provided to Mentee

Mentee contacts Mentor to arrange first meeting (face-to-face or phone)

Mentoring Process

If not deemed suitable by either party after first meeting, Mentee is placed back on the waiting list

Regular feedback by Mentor & Mentee to IEMA

Completion of Mentoring

If no available Mentors, Mentee is placed on Waiting List

Mentee submits CV and Application

IEMA reviews CV and matches against Mentors List

# Appendix I: IEMA Mentoring Scheme - Mentee Application Form

|  |  |
| --- | --- |
| **Full name** |  |
| **Contact telephone number**  (to be passed to the Mentor) |  |
| **Contact email**  (to be passed to the Mentor) |  |
| **Business address** |  |
| **Company status**  e.g. Private, Public, Sole Trader |  |
| **Timescale are you working toward to achieve Fellow Membership**  e.g. date, month, quarter or year |  |
| **Do you have any special requests?** | Please indicate here if there are any specific groups of individuals you would not like to have as a Mentor, e.g. someone from a specific organisation. |
| **Availability / contact details** | Please indicate your preferred method of contact and availability (include am/pm or specific days of the week/month) |
| **Biography** | Please describe in no more than 200 words your key areas of expertise and experience |
| **Declaration** | I give permission for my Mentor to receive feedback from IEMA Assessors about any membership applications made, and the results following completion of the Full/Full CEnv assessment.  Note: This information will be held by the Mentor in the strictest of confidence. |
| Sign  Print | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | I have read the Mentee Guidance Notes and declare the following:   * I have enclosed my current CV; * I have signed and enclosed the confidentiality form; * I have completed and enclosed the reflective questions; and * I have completed and enclosed the Gap Analysis   DATA PROTECTION STATEMENT  By signing this application form, you accept that all or part of the information provided on this form may be used and processed by the IEMA for membership administration, fulfilling the aims of the IEMA and compliance with the IEMA’s statutory obligations. Such use will be in accordance with the provisions of the General Data Protection Regulation.  To the best of my knowledge the information submitted to the IEMA is true and accurate. |
| Sign  Print | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Appendix II: Confidentiality Form

UNDERTAKING OF CONFIDENTIALITY

To: IEMA

I, , of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby agree that I shall not at any time during the continuance of my engagement or at any time thereafter directly or indirectly use, record or disclose any confidential information (as hereinafter defined) except as may be necessary for the proper performance of my duties (as a Mentee) or as may be specifically authorised in writing by the IEMA.

I agree to take good care of (any equipment or) documents which are within my custody or control during the course of my engagement and shall not, except in the proper course of my duties, show or disclose or communicate the construction or contents thereof to anyone.

I confirm that:

I will be a Mentee and I have read and understand the terms of this Confidentiality Agreement.

Upon termination of my engagement (for whatever reason) and at any other time at the request of the IEMA, I shall, without retaining any copies or records thereof, immediately return all such equipment and documents to the IEMA and shall deliver up to the IEMA all copies of such documents or extracts of such documents and all other notes, memoranda, photographs, drawings, records, or other material made or procured to be made by me or issued to me during my engagement relating to the business of the IEMA or any of its clients.

For the purpose of this undertaking I acknowledge that Confidential Information means all technical and business information of IEMA and its clients/members which are of a confidential, trade secret and/or proprietary nature.

Signed by (the Mentee) ..................................................

Date...........................................

# Appendix III – Reflective Questions

|  |  |
| --- | --- |
| What are your career and/or personal goals and how will being a Fellow Member of IEMA enable you to achieve these goals?  (Approx 100-200 words) |  |
| How will the IEMA Mentoring Scheme help you on your Membership journey?  (Approx 100-200 words) |  |
| Using your Gap Analysis of the Fellow Membership Competencies (see Appendix IV), which areas will you need more support on and how could an IEMA Mentor support you on gaining competence?  (Approx 100-200 words) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Appendix IV – Fellow Member Competencies Gap Analysis | | | |
| **Competency** | **Criteria** | **Competent?** | **Next steps** |
| **Core Knowledge** | | | |
| **Fundamentals of Sustainability**  Identify and evaluate the implications of global trends for the environment, for society, for the economy and for organisations | Using the framework provided by the UN’s Sustainable Development Goals, the Fellow Member will be able to identify and discuss global trends, their challenges, and demonstrating up to date knowledge and understanding in the field of environment and sustainability |  |  |
| **Fundamentals of Business and Governance Principles and Issues**  Explain common sustainable business/governance models, their underlying principles, and their relationship with organisations, products and services | The Fellow Member will be able to provide examples in their field where business/governance models and practice have evolved, changes or created to improve sustainability |  |  |
| **Technical Knowledge** | | | |
| **Issues and Principles**  Identify future issues and challenges for a sustainable economy, and evaluate their implications for organisations, products and services | The Fellow Member will be able to identify policy and legal trends and demonstrate an understanding of their impact on organisations, products and services |  |  |
| **Policy, Regulation and Legislation**  Evaluate the impact of relevant political, policy and legislative trends and discuss their implications for strategic decision making | The Fellow Member will be able to discuss trends in policy and legislation, and demonstrate an understanding of their impact on strategic decision making and on business operations |  |  |
| **Management and Assessment Tools**  Understand appropriate management and assessment tools and their use in achieving positive change | The Fellow Member will be able to discuss a range of management tools and their application in achieving change |  |  |
| **Innovative and Leading Practices for a Sustainable Environment**  Achieving transformational and sustainable change | The Fellow Member will be able to provide examples of situations where innovative thinking, and managing risk, has led to transformational and sustainable change |  |  |
| **Skills for Sustainable Leadership** | | | |
| **Analytical Thinking**  Identify future trends, opportunities, and manage risks | The Fellow Member will be able to provide examples where trends have been identified or extrapolated to identify opportunities  Assessment Key Words   * Data Analysis * Critical Analysis |  |  |
| **Reframing Problems and Innovation**  Lead and inspire organisations to deliver innovative and sustainable products and services | The Fellow Member will be able to evidence situations and achievements where leadership and innovative thinking have led to innovations or improvements in the sustainability of products or services  Assessment Key Words   * Negotiation * Decision Making * Problem solving * Persuasion |  |  |
| **Effective Communication**  Inspire and motivate stakeholders to take greater levels of accountability, adopt transformational sustainable practices, and increase transparency | The Fellow Member will be able to provide examples where they have used communication skills effectively  Assessment Key Words   * Facilitation * Message Development * Presentation and Delivery * Communication |  |  |
| **Relationship Development**  Lead and inspire collaboration and cooperation to deliver sustainable innovation | The Fellow Member will be able to provide examples where they have created, used, or brought together networks that, through collaboration, have resulted in new methods, products or services or delivery  Assessment Key Words   * Stakeholder management * Structured conversations * Building and maintaining relationships |  |  |
| **Risk, Resilience and Continual Improvement**  Deliver resilience in a changing and dynamic world by managing risks and continual improvement | The Fellow Member will be able to evidence achievement in creating an environment in which innovation and systems thinking has delivered improvement and resilience across the value change  Assessment Key Words   * Resilience * Systems thinking * Innovation |  |  |
| **Delivering Sustainable Products and Services**  Embed sustainability and life cycle approaches business practice to improve sustainability of products and services | The Fellow Member will be able to provide examples where the sustainability of products and services has improved by embedding and mainstreaming sustainability into business practice  Assessment Key Words   * Creating the business case * Programme management * Project planning * Project monitoring and control |  |  |
| **Leadership for Change and Transformation**  Create a vision for strategic change and innovation, challenge current thinking or move the sector forward | The Fellow Member will be able to present a compelling case or vision for sustainable management practices, showing passion and commitment, and which either positively challenges the sector, or has moved the sector forward  Assessment Key Words   * Leadership * Managing people through change * Influence * Team management * People management |  |  |