

The Cityparents Mentoring Scheme

Group Access Mentoring

Autumn 2015

Introduction

We operate a cross-company mentoring scheme, providing valuable 1-1 support to working parents in our network. Participants stem from a broad range of City professions including law, investment banking, asset management, accountancy, human resources, information technology, regulation and professional services. A cross-company scheme has huge advantages in allowing mentees to be matched with a mentor from outside their own firm, or even (if desired) outside their industry/profession.

“I just wanted to let you know that my own mentor has been wonderful. We have only had 2 meetings so far, but these conversations have been among the most productive of my entire career”

Current CMS mentee

We invite mentor applications from senior-level women and men who have experience balancing parenting with a progressive career in a 'City' profession, or who are sensitive to the issues involved in doing so.

We invite mentee applications from women and men looking for a supportive and confidential environment in which to discuss and think through issues regarding their work and parenting roles from the perspective of managing their career progression and work-life balance.

We are delighted to be partnering with Women Ahead to support our Mentoring Scheme and to facilitate its expansion. Women Ahead will work alongside Cityparents throughout the matching and communication process, providing invaluable expertise to support the smooth-running of our Scheme, and operating under the guidance of Scheme Director and Cityparents Network Committee Member Esther Cavett. Women Ahead is an organization devoted to mentoring, coaching and leadership development for women in business and sport. Their team of experts have collectively designed and delivered more than 250 mentoring programmes around the world. (www.women-ahead.org).

Framework

The Cityparents Mentoring Scheme opens semi-annual application windows for both mentors and mentees. We ask mentors and mentees to commit to meeting either in person or by Skype/equivalent approximately every six weeks for a year. After this time, if the relationship continues it will be outside the CMS.

The matching process is conducted by Women Ahead under the oversight of our experienced Scheme Director Esther Cavett. Depending on number of applications, mentees may be invited to indicate preferences for the mentor they wish to be paired with, based on anonymised data extracted from mentor applications. All participants are asked to abide by our Cityparents Mentoring Code, and to take a virtual Induction into the Scheme, which sets out the parameters of mentoring.

Support

We provide ongoing support to all Scheme participants. The Scheme Director is available to address ongoing issues that may arise. We offer periodic Mentoring Surgeries over lunchtime, alternating between the City and Canary Wharf. These Surgeries provide an opportunity for small groups of participants in the Scheme to seek assistance and personalised input from the Scheme Director, alongside other guest participants and speakers, on 'good mentoring conversations'. They are an invaluable way for both mentors and mentees to maximize the mutual benefit of the relationship and receive support where needed. We will conduct periodic feedback surveys of participants to ensure satisfaction and that we are offering the right level of support.

Taking part in the Scheme

There are two ways individuals can take part in the Cityparents Mentoring Scheme.

Direct Application Mentoring

- Individuals can apply directly to the Scheme via our [website](#). We cannot guarantee that applicants will be selected as typically mentee applications significantly outnumber mentor applications; if, however, applicants are successfully matched, mentees are asked to pay an individual cost of £100.

Group Application Mentoring

- Alternatively, employers can remove this cost burden from the individual and reserve places in the Cityparents Mentoring Scheme for specific numbers of mentees and mentors, through Corporate Access Mentoring. Employers may submit up to 10 mentees into the Scheme, and must submit an equivalent number of mentors in order to take part. Mentors should have at least 10 years' professional experience but are not required to have prior experience of mentoring. Both mentors and mentees need to confirm they have read the Cityparents Mentoring Code and, if placed in the scheme, agree to abide by the Code. Please note: mentees will always be matched with a mentor outside their own firm.

The cost to the employer for Group Application Mentoring is **£200+VAT per mentor/mentee pair submitted**. There is no cost to the individual participant.

We are pleased to offer Corporate Access Events Pass holders a 20% discount on Group Application Mentoring.

Group Application Mentoring – How it works

- Confirm to us the number of mentees and mentors you would like to enter into the scheme by Wednesday 30 September 2015
- Confirm that participants are willing and have read, understood and agree to abide by the Cityparents Mentoring Code
- Ask each mentee and mentor to complete the relevant Application/Expression of Interest Form by Monday 5 October 2015
- We will confirm to you once the matching process is complete
- We will use best endeavours to provide a match for your mentees and a mentee for your mentors, but this cannot be absolutely guaranteed. For anyone from the Corporate Member who is not matched, we will refund £100.

Confidentiality

Data protection and Confidentiality are incredibly important to us. We will not be able to share with you information received through our Application forms, the names of the individuals with whom your employees have been matched, or any other details about the mentoring relationships created through the Cityparents Mentoring Scheme. Subject to adhering to the Cityparents Mentoring Code, mentees and mentors submitted through Group Application Mentoring may provide their own feedback on a voluntary basis to their employer.

For more information on our Mentoring Scheme and Direct/Group Applications please contact Louisa Symington-Mills (louisa@citymothers.co.uk) or Esther Cavett (esther@citymothers.co.uk)