

Professional Mentor Role Description (full-time students)

The 'Future Self' Professional Mentor scheme is made up of individuals who are willing and able to serve as a crucial ally to a mentee.

'Future Self' Professional Mentors are a significant element of *ifs University College's* support services, enabling students to maximize upon their potential and gain valuable professional insight, thereby helping to set them up for success in their future career.

MAIN DUTIES OF THE PROFESSIONAL MENTOR

- To act as a critical friend to their mentee
- To listen and respond to a mentee's concerns and issues in a timely manner
- To maintain an open line of communication with other 'Future Self' Professional Mentors as well as *ifs University College* professional staff
- To regularly update the compulsory online learning diary

PERSON SPECIFICATION	Essential	Desirable
Definition		
Current member of the Institute of Financial Services		x
Completed a higher education honours degree programme		x
Completed a minimum of one academic year with <i>ifs University College</i>		x
A professional currently employed in the banking and financial services sector or related professional role	x	
Must commit to a minimum of 2 hours per month towards mentoring	x	
Knowledge		
Demonstrable knowledge and experience with day to day operations in the banking and financial services sector		x
Understanding of best practices for navigating internship and graduate schemes		x
Previous experience as a mentor		x
Understanding of assessment centres, psychometric testing and other hiring procedures		x
Skills		
Approachable and accessible	x	
Good listener and communicator	x	
A good negotiator	x	
Possess good time management skills	x	
Good at problem solving and goal setting	x	
Motivating and diplomatic	x	