

Professional Mentor Role Description (part-time students and members)

Mentors are individuals who wish to serve as a crucial point of contact and ally to their mentee. 'Future Self' Professional Mentors enable mentees to maximise upon their potential and gain valuable professional insight, thereby helping to set them up for success in their current or future careers.

Mentees can either be part-time students of *ifs University College* or members of the Institute of Financial Services, the professional body of *ifs University College*.

MAIN DUTIES OF THE PROFESSIONAL MENTOR

- To act as a critical friend to their mentee
- To be available to listen and respond to concerns and issues
- To liaise with other mentors and staff at *ifs University College*
- 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
Able to commit a minimum of 2 hours per month towards mentoring	x	
Has five or more years experience working in the financial service sector or related industries	x	
Knowledge and experience		
Knowledge of the financial services sector		x
Experience of working in the financial services industry or related industries	x	
Previous mentor experience		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	