



## **Trinity Alumni to Student Careers Mentoring Roles of Responsibilities**

### **School (Head of School, GO, EO, AO)**

#### **Engagement**

- Agree with Trinity Development and Alumni (TDA) to participate in mentoring
- Recruit alumni to ensure good attendance at all sector categories in collaboration with TDA
- Identify and recruit previous successful mentors & mentees for panel discussion and training purposes

#### **Communications Plan**

- Promote the value of mentoring and attendance at the events to JS & SS students (Meet a Mentor, GradLink, informal school networking events) and Trinity Alumni Online Mentoring (TAOM)
- Promote mentoring to students through all communication channels. Materials to be provided by TDA
- Encourage alumni and students to connect using the Trinity Alumni Online platform

#### **Events**

- Facilitate at College wide 'Meet a Mentor' events
- Organise a school specific networking/GradLink event as resources allow with support of TDA and CAS
- Attend annual mentor stewardship awards

#### **Review, Plan and Evaluate**

- Schools to meet with TDA (scheduled by TDA) to ensure school buy-in to mentoring, relevant careers consultant to be informed of meetings and to attend meetings as appropriate
- Attend regular planning and review meetings with TDA and CAS, one per semester, which will include input into evaluation of mentoring

### **Trinity Development and Alumni**

#### **Point of contact & responding to queries**

- Point of contact for Schools
- Point of contact for alumni mentor and mentees and student mentees
- Respond to mentoring queries from alumni mentor and mentees and student mentees with assistance from relevant careers consultant (cc)
- Direct students to the relevant cc or to a Next Step Appointment available through MyCareer, as appropriate
- Seek advice from CAS on issues of concern or misconduct before responding to resolve the issue

**Recruitment:** Recruit alumni mentors and promote mentoring with assistance from Schools

**Report and Evaluate** mentoring with input from CAS

**Communications Plan:** develop annual communication plan for all events and TAOM, for stakeholders i.e. Schools, alumni, students, student societies, student unions.

**Review and Plan Meetings:** Organise regular planning and review meetings with TDA, Schools and CAS, one per semester

**Manage the Online Platform:** Trinity Alumni Online (TAO) and Trinity Alumni Online Mentoring (TAOM)

**Mentor Training:** Manage, administer alumni training with input from CAS

**Mentoring Events:** Manage college wide “Meet a Mentor” events and assist Schools with School Networking Events and GradLink

## Careers Advisory Service

**Framework:** Develop mentoring framework, guidelines, resources, mentor agreements, FAQ for use by TDA at events and TAOM for mentors and mentee

**Website:** Create mentoring webpages with resources for student and alumni for TDA to link to

### Point of contact

- Each careers consultant (cc) to assist TDA with responding to mentor and mentee queries via TAOM
- Each cc to respond to student mentoring queries in class, Next Step Appointment etc.
  
- **Each career consultant to:**
  - Attend meeting organised by TDA with HoS to plan for mentoring (Meet a Mentor, School Networking, GradLink, TAOM) and associated training activities, as appropriate
  - Deliver training sessions before Meet a Mentor event, School Networking, GradLink
  - Facilitate at Meet a Mentor events with Schools and TDA or manage CAS stand
  - Offer one to one mentoring support through Next Step Appointment
  - Implement communications plan for students e.g. class workshop
  - Respond to TDA requests for assistance in their response to mentee and mentor queries
  - Follow up with small number of students by phone or in person to establish actual experiences to supplement feedback surveys