

# APPENDIX B

## Young Arts Leaders Mentoring Agreement



This is an agreement between:

Mentee: \_\_\_\_\_

Mentor: \_\_\_\_\_

Date: \_\_\_\_\_

This document will be countersigned by the programme Manager. Copies will be given to both the mentor and the mentee. The information contained in this document and in the Meeting Logs will preserve anonymity for monitoring and evaluation purposes. The mentee and mentor will be responsible for updating the document as necessary. Copies of updated documents will be forwarded to, countersigned by and held by the Programme Manager.

### 1 Purpose and goals of the project

The Young Leaders programme establishes a new pathway for Scotland's young theatre makers to realise and harness their potential as art leaders and producers within their own communities.

Young Arts leaders will:

- realise,
- develop,
- deliver,
- reflect and
- evaluate their regional creative projects framed by Unit 2 of the Gold Arts.

### 2 The role of the mentor:

Through a person centred approach support and explore the mentee/ YAL's evolving arts practice and its application to their community project. i.e. the exploration of the art form to context (within project)

### 3 Mentor meetings

At the first meeting the mentor and the mentee will agree and record the mentee's goals. These goals will be reviewed at each meeting and will form the basis for the final project evaluation.

The mentee will provide information in relation to achievement of goals and objective for discussion at mentor meetings.

After each meeting the mentee will complete their personal learning plan identifying goals, objectives, time-scales and resource requirements. The personal learning plan is owned by the mentee.

### 4 Confidentiality

The mentor and mentee will honour confidentiality. The degree of confidentiality and any exceptions will be discussed and agreed.

### 5 Challenges and premature ending of relationship

In the event of difficulties arising in the relationship both parties agree to mediation by the programme manager to conciliate or formally end the relationship. Re-matching is at the discretion of the project manager.

### 6 The Role of the Programme Manager

The programme manager will provide ongoing support and training for the mentors and mentees.

### 7 Code of conduct

The mentor agrees to abide by the Code of Conduct and any other organisational policies relevant to the role of the mentor.

### 8 Monitoring and Evaluation

The project will require mentors and mentees to contribute to both verbal and written evaluation.

### 9 Commitment to the term of the Young Arts Leaders Project.

The mentor agrees to provide mentoring on a one-to-one basis 7 months.

Over that period the mentor and mentee will meet on 7 occasions. These meetings will take place monthly/ 4 weeks. Dates and venues are mutually agreed and communicated to the Programme Manager.

Communications between mentor and mentee will be restricted to 6 mentor sessions and an introduction session.

### 10 Rescheduling of Meetings

If either party is unable to attend a mentor meeting at least 3 hours' notice should be given and a mutually convenient alternative date agreed.

### Compliance

Both parties must adhere and respect and comply with relevant policies and the law.

Should either party compromise these policies Youth Theatre Arts Scotland reserves the right to end the mentoring relations.

Signed: \_\_\_\_\_  
*Programme Manager*

Date: \_\_\_\_\_