

South Island Branch Mentoring Coordinator Job Description

Mission: Promote and facilitate the delivery of the mentoring programme.

Reports to the South Island Branch Chair and the National Mentoring Programme Manager

Sits with the South Island Branch Committee

Summary

Mentoring coordinators manage the programme in the regions. They engage at a local level with the mentors and mentees, providing information and gathering feedback on the progress and the regional programme. They may be required to coordinate and attend training sessions. They manage the payments and report on expenses. The coordinators keep in regular contact with the National Mentoring Programme Manager either in person, phone, email and/or via MS Teams.

History

The mentoring programme was first introduced in 2009 and it was successfully delivered through to 2014. In 2017 the programme restarted with the full support of the PMINZ Board.

The programme is designed to provide both personal and professional guidance of less experienced members of the organisation through mentoring.

Functions

- Develop and maintain relationships with mentors/providers
- Maintain an adequate database of mentors and mentees
- Assess mentors and mentees applications, run the interviews to confirm needs and to help with the matching
- Maintain mentors database, manage a mentor training course attendance, mentoring agreements and mentor records, mentee fees
- Contact the mentors and discusses the mentee candidate with them
- Match mentees and mentors, kick-start their contact by introducing the mentor and mentee to each other by email.
- Coordinate and attend training sessions
- Participate in mentoring programme effectiveness measurements
- Mediate in resolving issues in mentor-mentee interactions
- Report to the Branch Chair and the National Mentoring Programme Manager
- Engage at a local level with the mentors and mentees, providing information and gathering feedback on the progress and the regional programme.

Essential skills and competencies

- Coaching and mentoring skills
- Effective oral and written communication skills
- Time and event management
- Knowledge of PMI credentials and professional development units (PDUs)
- Ability to work collaboratively with other volunteers
- The desire to advocate for the profession of project manager and develop a knowledge sharing environment within the branch community

Experience: Project management and coaching skills are a plus

Qualification: a formal PMI certification OR a Bachelor's in a related discipline OR at least working towards one of those qualifications.

Time commitments: role requires approximately 10 hrs per week and active participation in committee meetings and other branch events.