

# Job Description

## Mentor

The Mentoring Programme is delivered in partnership with the HFMA and One NHS Finance and is free of charge to all individual HFMA members or staff working for organisations with a minimum of level 1 accreditation. This is a voluntary role suitable to those more experienced who are happy to share their knowledge of healthcare finance.

### Role

The mentor will have the skills and experience to mentor and a genuine interest in helping someone achieve their personal development objectives. They will share their experience to provide validation of how they can help the mentee to increase their skills, knowledge, confidence and motivation.

In addition, they will provide different perspectives on problem solving, career options and opportunities and be a role model and provide connection with other role models if appropriate to do so.

The mentor must be willing to attend the training provided through the programme and undertake any refresher training offered in the future.

### Mentor competencies

The mentor is required to possess or develop the following competencies in order to undertake the mentoring role effectively:

### Skills

- Excellent communication skills to include active listening and personal presentation skills
- Effective time management
- Relationship building and networking
- Personal development
- Risk management – personal and business related
- People development
- Excellent interpersonal skill to include Influencing and negotiating

## Knowledge and understanding

- The difference between the role of a mentor and the role of other business support professionals, e.g. coach, adviser or consultant
- Rules on confidentiality and data protection and how to follow them
- The mentoring process to include mentoring agreement with the client
- The mentoring relationship and the importance of using the most effective communication methods to create a productive mentoring environment

## Personal behaviours

Mentors should have the ability to:

- Respect the mentee's need for information, commitment and confidentiality
- Listen and respond effectively and check understanding
- Adapt their personal style to empathise with a whole range of mentees
- Build and maintain rapport over sustained periods of time
- Invite a two-way exchange of information and feedback with mentees and others
- Take a flexible approach to work
- Be emotionally resilient and be able to work in a challenging environment

If you are interested in this role please contact [tracy.smith@hfma.org.uk](mailto:tracy.smith@hfma.org.uk)