

EMCC UK BOARD

Director of Mentoring Practice - Role Specification

The Context

EMCC UK is a professional membership organisation which encourages excellence and progression for mentors, coaches, and supervisors. We are affiliated to EMCC Global and are the longest standing professional body in this field. Our aim is to define, create and promote best practice for all in mentoring, coaching and supervision. For professionals in the field, we provide a community which supports professional development and growth and a continuous conversation about how to keep improving. Our services to our membership focus on three key areas:

- **Developing and progressing**

To enable our members to recognise their ability and signal to others by benchmarking their capability against EMCC Standards and progressing through our professional development pathway to achieve accreditation of their practice. We provide opportunities for our members to gain appropriate qualifications, continue their professional development and achieve certification through conferences, regional meetings and CPD events.

- **Support and learning**

For our members to meet and network with like-minded people who have a passion for coaching and mentoring at one of our Regional Network meetings which run across the UK. To learn with others at our events, conferences, through participating in our research or by accessing our resources and practical guides.

- **Recognition and belonging**

For our members to be part of our growing membership community of enthusiasts, practitioners, professionals, and master practitioners who are influencing and developing coaching and mentoring in the UK and globally. We provide opportunities for people to join our volunteer team to gain valuable insights and experience to benefit their coaching and mentoring, and their career.

Job Purpose

EMCC UK is a membership organisation, and we have a responsibility to meet the needs of current and prospective members to deliver our goal of professionalising coaching, and mentoring practice. This directorate will lead on ensuring that we have depth in thought leadership and innovation with a focus on our values of *Progressive – Shaping the Future and Professional – Committed to Quality*.

1. Key Responsibilities

1.1 Strategic Goal Delivery

The post holder will lead on our mentoring community engagement strategy, ensuring that we are engendering dynamic learning platform for our EMCC UK members and broader stakeholders. The director will create and implement a comprehensive development programme as a subject matter expert in the field of mentoring, offering our members the ability to access current thinking, research and to be up to date with innovations in our profession and the broader adult learning field.

To support this, the director will oversee the creation and curation of content, thought leadership and research through the establishment of an advisory panel, and by hosting professional symposiums. A key role will be to actively support the Knowledge Exchange, Professional Development and Diversity and Inclusion Directors with up-to-date content, speakers, and collateral.

1.2 Responsibilities

- To establish an advisory panel of subject matter experts and thought leaders within the UK mentoring profession, which represents a broad and diverse perspective
- To establish a team of volunteers who represent all aspects of the mentoring profession, both in terms of specialisms, and levels of experience
- Driven by requests from fellow directors and our members, to conduct reviews of literature, benchmarking data, and sourcing current research to inform evidence-based practice. The outputs will feed high quality collateral to the knowledge exchange, professional development and DEIB directorates
- Create and curate thought leadership including blogs, articles, research reviews, and bibliographies/reading lists for our members for publication on our website, for Knowledge Exchange, for our newsletter and social media
- Identify and establish a network of external speakers, building truly diverse connections in all aspects of mentoring, including under-represented voices
- Create and host an annual symposium (1/2 day) specifically for the mentoring profession to debate topical issues and the future of the profession
- Actively engage with the Mentoring Special Interest Group
- Represent EMCC UK at key external events and meetings e.g., conferences
- Appoint a Deputy Director (volunteer/s)
- Develop and mentor a successor.

1.3 Key Relationships

There will be an important relationship with the President and other Directors. There will also be a relationship with the Head of Operations and the Finance Manager. A link to the Governors, in particular the Chair will also be required.

We are a team of volunteer directors, and we take the work of being a director seriously. We bring relevant experience and a collegiate approach.

1.4 Skill set

1.4.1 The following skills are essential to the role:

- a) Ideally experienced at Board level, preferably in the not-for-profit sector
- b) Commitment to the values, purpose, and vision of EMCC UK
- c) Ability to hold others to account in a robust, but compassionate way
- d) Curiosity and good analytical skills
- e) The ability to be impartial and offer an independent view
- f) Excellent strategic thinking skills
- g) Commitment to the further development and professionalisation of mentoring and coaching throughout the UK
- h) A commitment to represent a diversity of voices and opinions
- i) A practicing mentor, with demonstrable subject matter expertise.

In addition to skills, we would expect the highest levels of ethical behaviour, including commitment to the 'Nolan Principles,' and a commitment to work in a collegiate way, communicating with respect and valuing others.

Experience of working in a Membership organisation would be valuable.

1.4.2 The following skills are seen as helpful to the role:

- Strong verbal, written, and analytical skills and an ability to translate metrics, research, and trends into strategy and action
- Excellent interpersonal and stakeholder management skills to draw on others expertise and support e.g., NED's and Governors
- Successful influencing and engagement skills
- Business planning and strategy

1.5 Experience

In-depth knowledge and experience of mentoring best practices and ethics
Proven history of developing and/or curating mentoring content; as a trainer, researcher or academic
A post graduate qualification in mentoring is desirable.

1.6 Personal Attributes

- a respectful, strength-based approach to team working
- ability to challenge constructively
- ability to analyse organisational data and focus on strategic priorities and risks
- ability to tailor communication
- a commitment to reflection
- to live our values.

All Board Members must be an active member of EMCC UK.

2. Terms of Appointment

2.1 Requirements

- a) The EMCC UK Director of Mentoring Practice is a voluntary post. Appointment is through a selection panel and majority subscription members vote.
- b) The role is home based and will involve occasional travel within the UK.
- c) It is anticipated that it will require 1 day a week to the organisation, for which there will be a positive return in terms of connectivity and community and an opportunity to contribute to the development of the profession.
- d) The appointment is normally for a period of three years.

3. Statutory Duties of an EMCC UK Board Member

Governance

Ensure that the management of the organisation is fully compliant with any statutory regulations and with EMCC policy and practice; Directors are expected to be conversant with all major policies and practice and to be able to explain these to volunteers/members when required.

Finance

Directors are custodians of EMCC UK assets and must ensure those assets are carefully managed. They must be transparent in their financial practices and ensure that members are given a clear financial report annually. Directors have budget responsibility for their areas of accountability.

Representation

Directors are expected to always represent the organisation in a positive and professional way that reflects the Brand Values.

Organisational development

Directors are required to contribute to a strategic plan to develop EMCC UK to better meet its aims and objectives. They must constantly seek opportunities to enhance the benefits of membership for all types of members and to ensure a high-quality experience of membership.

Operations

There is a monthly Board meeting, which alternates between face-to-face and virtual. Directors are 'immediately' responsible to the Board for updates and actions in their area of responsibility.

Wider EMCC

Directors may be required to represent EMCC UK at the EMCC International Council. They will contribute fully to the strategy and planning of the wider EMCC community as appropriate for their area of responsibility. They are expected to work with other EMCC member countries to share learning an experience and to develop closer and mutually supportive relationships.