

Induction Mentor role description



Background

Welcome and supporting new volunteers from the beginning is an essential part of recruiting and retaining volunteers. Many people are involved in the induction process, and over time this has evolved. The most important part of induction is to make sure that it focuses on the person, not on the process.

Online training for Induction modules 1, and 3 or 4, Safety, Safeguarding and GDPR ensure that new volunteers have the essential information for their role. Experience shows that when volunteers undergo a proper induction, with regular support, they are more likely to stay longer, have a positive experience, more likely to complete later training e.g. Wood badge and therefore deliver successful, fun programmes.

The **Induction Mentor** role has been introduced as an informal, light touch role, to support the GSL with the induction of new volunteers. The main aim is being a friendly face to welcome new volunteers and support them to complete their Getting Started training within 5 months of their provisional appointment (as set out by POR). The goal is to have more than one Induction Mentor per group, usually supporting no more than 2 or 3 new volunteers per year. Induction Mentors should be experienced volunteers from within the Group.

Role Description

The Induction Mentor is a welcoming, friendly support to new volunteers, answering queries and signposting to information.

They should:

- Understand the Appointment Process of the Scout Association.
- Understand the various roles within the Scout Association.
- Have good communication skills including the ability to explain/ answer queries positively to new volunteers on:
 - the Scout Association fundamentals and structure,
 - the Group's resources & facilities, District information including other Groups,
 - the role the new volunteer has undertaken and what it involves,
 - training requirements including Induction training, first aid, Wood Badge and an overview of the flexibility for achieving it.
- Ability to motivate and support the new volunteer to complete Induction training within 5 months.

Impact

When Induction Mentors are used well, they are a great success. They have been a great support and a key to their success is the Induction Mentor's established position within the Group which ensures regular face to face contact and sharing of key knowledge. This has increased volunteer retention and completion of Induction training within the timeframe allocated, across all Groups. Until a volunteer completes their Induction modules, their appointment cannot become "full" on Compass. This allows them to gain permits, access further training and lead their section.

Support

Induction Mentors are part of the District Induction Mentor network and are line managed by the GSL and work closely with the Appointment Secretary. The Induction Mentor will work alongside the GSL to structure the induction in the first instance and work with other leaders in the Group to provide information and answer queries.

The Appointment Secretary will communicate with you as an Induction Mentor and work with GSLs to appoint Induction Mentors. The Appointment Secretary will support the Induction Mentor with timely prompts and sending out of a welcome pack.