



# Mentorship Scheme

Empowering the next generation of Latin Americans in the UK.



EMPOWER  
LATAM

# GUIDELINES

We believe the presence of relatable role models can play a very important part on developing your career and motivating you to achieve your best.

## 1. OBJECTIVES

This program aims to connect young Latin Americans living in the UK with experienced Mentors. Through these interactions, mentees can gain insight into their industries of interest, get to know about their mentor's experience, and nurture a significant approach to the UK labor market. They will also be able to get advice on their career development and address their concerns on how to boost their careers.

This mentorship program will provide time and space for Mentors and Mentees to meet at an organized pace once a month for 3 months on an online basis, followed by some reflection time the Mentees will need to take after every meeting to internalize the discussion they had on their sessions.

## 2. DEFINITIONS

### Mentors

#### A. Target groups

We aim to gather the best team of mentors, focusing on successful and experienced professionals in the UK, in a wide range of areas, and with a strong connection to Latin America.

#### B. Responsibilities

Mentors will conduct the 1-to-1 monthly meeting with mentees, providing them with their experiences, advice, and career planning skills. These sessions will be prepared and planned along with the committee and personalized for every mentee. Mentors will also attend a training led by coaching experts, which will allow them to develop coaching aptitudes for both this program and their own professional life.

#### C. Benefits

Mentors will benefit from taking part in this project as it will provide meaningful insight into the young Latin American community in the UK. Additionally, they will be able to connect with other professionals with Latin American backgrounds in the UK.



## Mentees

### A. Target groups

This program is aimed at Latin Americans living in the UK, between the ages of 18 and 30 looking for advice from experienced professionals in relevant areas. As Latin Americans, we know having a role model from the same background can be both inspiring and insightful.

### B. Responsibilities

Mentees will have to attend monthly meetings with their mentors. After this, they will have to fill out a reflection journal, in which they will portray their progress and thoughts.

### C. Benefits

Mentees will have the opportunity to connect with successful Latin American professionals in the UK and not only shape and plan their careers, but also gain insight into the UK labor market and identify tasks that can help them boost their employability. They will also be able to meet and network with other young Latin Americans.

## Coordination committee

### A. Scope

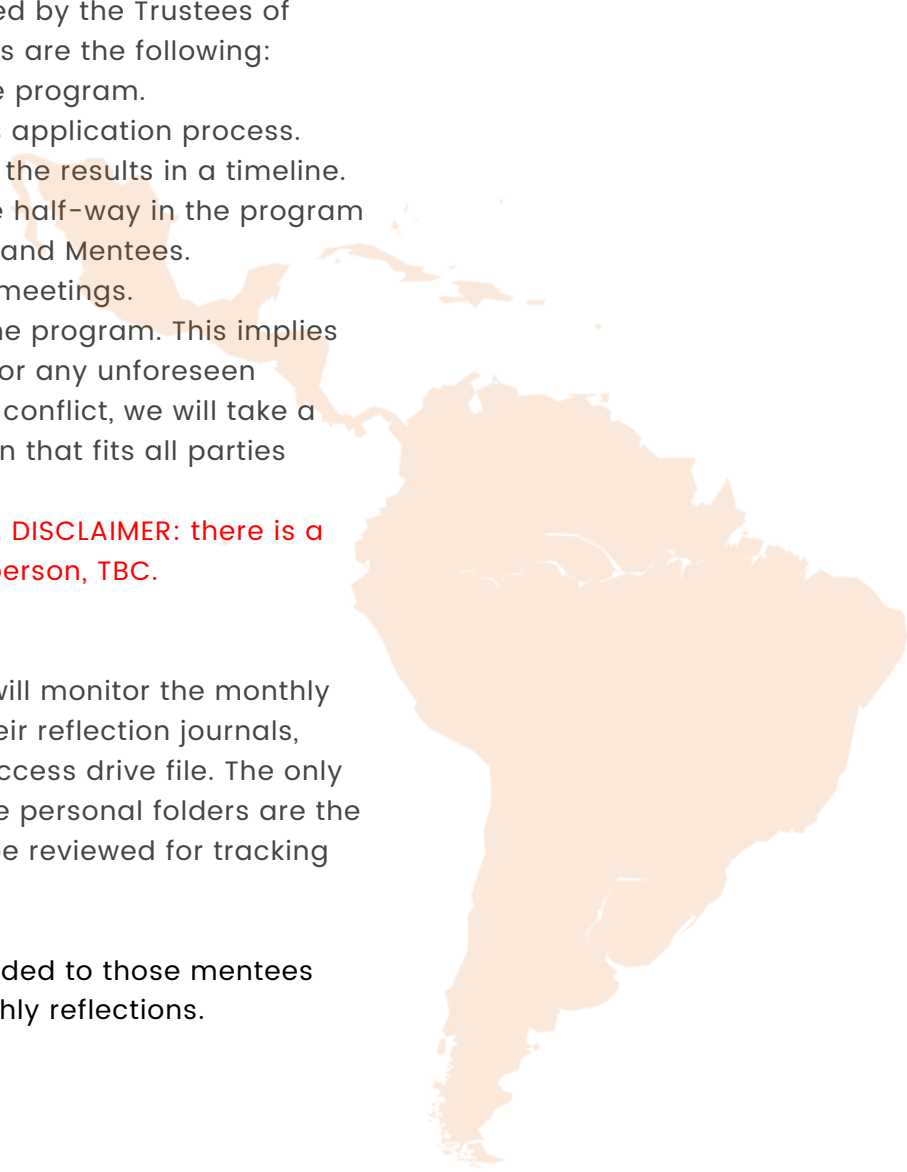
The coordination committee is formed by the Trustees of Empower LATAM. Their responsibilities are the following:

- Recruit and select Mentors for the program.
- Create and manage the Mentee's application process.
- Evaluate applications and inform the results in a timeline.
- Host the kickstart session and the half-way in the program peer discussion for both Mentors and Mentees.
- Monitor the progress of the 1 to 1 meetings.
- Ensure smooth development of the program. This implies that we are the point of contact for any unforeseen situation. Also, in the case of any conflict, we will take a main role in working out a solution that fits all parties involved.
- Host the finale session ceremony. **DISCLAIMER: there is a chance this ceremony will be in person, TBC.**

### B. Track their progress

For tracking purposes, the Trustees will monitor the monthly submissions from the mentees to their reflection journals, which will be stored in a restricted access drive file. The only people that will have access to these personal folders are the trustees and each mentee and will be reviewed for tracking purposes only.

A completion certificate will be awarded to those mentees that have completed the three monthly reflections.



## 4. LOGISTICS OF THE MENTORING PROGRAM

### Mentees Application

To take part in the mentoring program, mentees will need to fill in the application form (Google Forms) before the 31st of March 3PM UK time. This form will be available from the 1st of March onwards.

The form will request for mentees to fill out their personal information and attach a cover letter explaining why they would like to take part in the program and what benefits they aim to get from it.

### Mentors Application

Targeted mentors will present their CVs and attend a 1:1 session with the coordination committee, they will discuss their professional experience and their suitability for the program.

### Duration of the program

The mentorship program will consist of 3 mentoring sessions in total with a frequency of 1 month, starting in May and finishing in July.

### Location

Online

### Engagement

Mentees will be given the mentor's contact details and will reach out to them and arrange the meetings.

## 5. MENTEES APPLICATION EVALUATION

Empower LATAM's intention is to match every mentee with a relevant mentor, however, in the case that the number of mentees is higher than the relevant mentors, those applicants showing the following traits in the cover letter will be prioritized:

- Willingness to learn and grow
- Open-mindedness and flexibility
- Self-motivation and initiative
- Sense of accountability and responsibility
- Potential impact of the program at the time given

## 6. TIMELINES

- Application starts: 1st March
- Application deadline: 31st March 3pm
- Application results: 10th of April
- Mentorship kick-off session: 27th April
- Mentorship sessions: May/June /July
- Finale session ceremony: September





# EMPOWER LATAM

Empower LATAM UK

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