

Mentoring and Development Co-ordinator

1. Purpose

The core purpose of the Mentoring / Development Co-ordinator is to work with the SCFA in the management of the mentoring process of referees in and around the Croydon area and, with regards to members of The Society, their on-going development.

2. Duties

The main duties of the Mentoring / Development Co-ordinator include:

- Liaising with the SCFA mentoring team to identify and manage those requesting a mentor;
- Liaising with other Mentoring Co-ordinators in the County;
- To co-ordinate the appointment of mentors to mentees;
- To provide support and assistance to mentors and mentees in the Croydon area;
- To provide additional support to members of the Society and to work with the Training team in identifying development needs
- Attendance at Society meetings (and Committee meetings where necessary)

This list is not exhaustive and the Mentoring / Development Co-ordinator may be requested, from time to time, to undertake other ad hoc duties and responsibilities on behalf of the Society.

3. Accountabilities

The Mentoring / Development Co-ordinator, whilst ultimately responsible to the membership of the Society, will also be answerable, to a limited degree, to the SCFA.

On a day to day basis they are is accountable to the Secretary, Officers and other members of the Society Committee.

4. Working relationships

The Mentoring / Development Co-ordinator will work with the SCFA, the various mentors and mentees, and where required the Secretary together with the Training Officer and his team.

5. Other notes

The position of Mentoring / Development Co-ordinator is an important position as the incumbent is dealing directly with members of the Society in offering help and support to them.