

## SUGGESTED ROLE PROFILE:

### *Metropolitan / Provincial / District Grand Mentor*

#### **Purpose of the role**

1. To work with fellow Metropolitan / Provincial / District Pathway Officers (PPOs) to support Lodges, and especially their use of the Members' Pathway.
2. To oversee and manage Mentoring within the Metropolitan / Provincial / District Grand Lodge.
3. To promote a planned approach to Mentoring so that all new members receive the information, personal contact and encouraging one-to-one support appropriate to their individual needs.
4. To support Lodge Mentors within Lodges.

#### **Reporting to**

Each Metropolitan / Provincial / District Grand Master will determine the reporting relationship. Ideally the incumbent will report directly to a member of the Metropolitan / Provincial / District Executive and may be a working member of a small strategic team concerned with educational and development issues. May lead a team of Area, or similar, Mentors.

#### **Support**

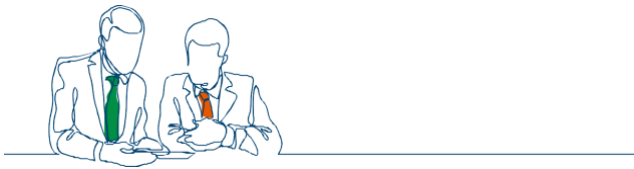
The Membership Working Party (MWP) has oversight of Membership Development (including Mentoring) on behalf of UGLE and is responsible for organising support for Metropolitan / Provincial / District Grand Mentors. It is supported by its sub-group, the Pathway Working Party (PWP), which leads the development of the Members' Pathway.

#### **Measure of success**

Percentage retention of new members in Craft within one, three, five and ten years of joining.

#### **Main activities**

- a. To prepare and agree with the Metropolitan / Provincial / District Executive a local Mentoring strategy and objectives.
- b. Promote and encourage the adoption of planned Mentoring in all Lodges.
- c. Identify and share best practice in mentoring within their Metropolitan / Provincial / District Grand Lodge.
- d. Produce local support materials (eg, welcome letters, Initiate's Guide, etc).
- e. Organise mentoring training sessions for [Lodge Mentors](#) and [Personal Mentors](#).
- f. Establish support groups, to facilitate networking between Lodges.
- g. Work with others to arrange new members' meetings and networking events.
- h. Promote "supported visiting" so that new members are accompanied on visits to other Lodges.
- i. Maintain an up-to-date database of Lodge Mentors.
- j. Monitor the progress and effectiveness of mentoring in Lodges.
- k. Report to the Metropolitan / Provincial / District Executive on successes, problems and initiatives.
- l. Provide the Metropolitan / Provincial / District Executive and others with the necessary material to promote the scheme.
- m. Collaborates with other Metropolitan / Provincial / District Grand Lodges, as co-ordinated by the MWP / PWP on behalf of UGLE, to assist with the development of suitable supporting materials and to identify and share best practice.



### ***Skills and qualities***

- a. Knowledgeable and experienced in Freemasonry.
- b. Respected by others.
- c. Able to inspire confidence.
- d. Open, inspiring trust and confidentiality.
- e. Encouraging, helping others to value their own work and development.
- f. Focused in approach, sharing clear aims, goals or objectives.
- g. Has stimulating ideas and is interested in discussing the ideas of others.
- h. Supportive of and adaptable to change – personal and institutional.
- i. “Customer service” skills.
- j. Able and willing to give time to the role.
- k. Adopts a coaching rather than instructional style.