



Professional Mentoring Scheme

August 2023 - February 2024

Image: NCJAA Presents Inspire 2023 - Louise Mackey

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1: About the NCJAA and the Mentoring Scheme

The National Criminal Justice Arts Alliance

The National Criminal Justice Arts Alliance (NCJAA) is a network of individuals and organisations promoting arts and culture in criminal justice settings as a springboard to positive change. The NCJAA's purpose is to promote effective practice, undertake and showcase specialist work and research, provide opportunities for skills, knowledge and network development, raise the profile of the sector, inform related policy and build sector sustainability and resilience. The NCJAA is embedded within Clinks, the national membership body for the voluntary sector working in criminal justice settings.

NCJAA Professional Mentoring Scheme

Through this scheme the NCJAA shares knowledge of arts and criminal justice across its network by providing opportunities for early career practitioners to get support and guidance from experts within the field. The mentoring service is for anyone that is new or emerging in the sector and wants to learn more about arts and criminal justice and develop professionally – and needs specific support to enable them to do so more effectively.

“A supportive and mutually beneficial relationship, which an individual voluntarily gives time to support and encourage another to make changes in their life.” - Mentoring and Befriending Foundation

Although this definition is useful, the NCJAA Professional Mentoring Scheme is very much focused on professional expertise and guidance, and while it will incorporate an aspect of encouragement, the focus on knowledge and skill sharing is predominant.

The purpose of the scheme is therefore to expand opportunities for individuals to develop professional skills and knowledge in the field of arts and criminal justice through a one-to-one mentoring relationship. It is also reciprocal, in nature, so there is an opportunity and an expectation for mentors to also learn and develop from the mentees and their practice/experience.

Objectives

- Professional guidance and ideas on career development
- Networking opportunities
- Advice on training and professional development
- Information on relevant events
- Advice on running arts projects/programmes and organisations

Details

This scheme uses the traditional mentoring model of one-to-one mentoring, where a more experienced person mentors a less experienced person. It takes an informal approach in relation to delivery; based on trust, occurring as part of everyday working life and arranged by mutual agreement. It involves a range of methods: face-to-face, e-mentoring and telephone contact (based on suitability and availability, which is agreed from the outset).

The mentoring scheme will run for 6 months from August 2023 - February 2024. The mentoring will take place online via Zoom or another platform you prefer. We do not have budget to cover travel costs but mentoring pairs would be welcome to meet in person for some sessions if they wish to do so.

Expectations

Whilst this scheme is aimed at encouraging individuals and artists to learn more about the area of arts and criminal justice to develop their careers and improve practice, it should be acknowledged that there are extremely limited roles and opportunities within this field. **This scheme can in no way guarantee routes to work experience or paid employment.**

The scheme does not aim to support vulnerable people, but to provide professional guidance relating to careers within arts and criminal justice settings.

People with convictions are encouraged to apply, but it should be noted that the scheme is not exclusively for prisoners or people who have just come out of prison.

NCJAA responsibilities

The NCJAA will coordinate the mentor and mentee selection process, through application forms and an informal telephone conversation. The NCJAA will monitor uptake of mentors and mentees and keep all confidential records in accordance with Clinks' data protection and privacy policy, which can be found online here: www.clinks.org/privacy-policy.

The NCJAA will provide mentees and mentors with an agreement form to complete at the first meeting.

The NCJAA will evaluate the scheme by gathering feedback from both partners to produce a final evaluation report and to provide an appraisal for mentors and feedback for mentees. There will also be a chance to attend regular meetings with all mentees and mentors coordinated by the NCJAA.

While it is the responsibility of the mentee, and mentor, to lead the process, the NCJAA is available as a moderator and should be contacted if either the mentee or mentor has any queries or wishes to talk something through.

NCJAA Contact

The mentoring scheme for 2023-24 will be coordinated by the NCJAA team who can be contacted by email at artalliance@clinks.org

Policies and procedures

To ensure health and safety and to protect any potentially vulnerable people involved, mentors who agree to take part in the scheme will be acting within their professional current employed position. Whilst mentors will be supporting the work of the NCJAA, the mentor role is considered part of their working day and therefore falls within the context of mentors' own organisational employment policies.

The NCJAA is managed by Clinks and will adhere to its confidentiality, data protection, complaints and diversity and equal opportunities procedures in relation to managing this mentoring scheme.

2: Information for Mentees

Who can apply

Mentees must be part of the NCJAA network and will be selected based on relevant criteria outlined in the application forms. The mentoring scheme is open to individuals in the NCJAA network who are:

- New and emerging practitioners who would like to know more about how to work in the field of arts and criminal justice (such as freelance artists and facilitators)
- Anyone newly employed in the arts and criminal justice sector (for example a member of staff at an established organisation with less than a years' experience in the sector)
- People moving into the field of criminal justice from other community or participatory arts fields (for example health).

Criteria to apply

In order to become a mentee you must:

- Already have some experience of delivering arts interventions with excluded groups.
- Be at the early stages of your career in this area, but feel more support would be beneficial.
- Be interested in setting up an organisation or programme of work or developing your skills and artistic practice through working with people with experience of the criminal justice system.
- Show commitment and potential within the sector.
- Be able to commit for up to six months mentoring and a minimum of five meetings or phone conversations. Please note that demand is high and mentees must consider how they will prioritise to allow time to commit to the scheme if selected.

Who cannot apply

This scheme is not aimed at undergraduates or people who have recently graduated. For students, artists and others who are interested in working in the sector, but do not have enough experience or time to take part in the mentoring scheme, the NCJAA has many other resources. Please contact artsalliance@clinks.org for more information on different avenues of support.

Responsibilities

As a mentee you need to commit to your mentor by:

- Attending a minimum of three meetings via video call, or in-person
- Providing the NCJAA with a signed copy of the Mentoring agreement form
- Agreeing your goals and a time period and method for your mentoring
- Working with the NCJAA to provide appropriate evidence for the monitoring and evaluation of the scheme
- Raising any concerns or queries you have to the NCJAA (artsalliance@clinks.org).

The NCJAA suggests that it is your responsibility to contact your mentor and lead on making arrangements for appointments.

What happens next

If you meet the criteria, we will aim to match you with an appropriate mentor as soon as possible, and certainly within two months, with first meetings suggested to take place in September 2023. Please be aware that it may not be possible to find a mentor for all applicants.

If an appropriate mentor is available you will be asked to sign a Mentoring agreement form before being introduced to your mentor and given guidance on what to do at your first meeting. In your first meeting you should outline what you hope to get from the mentoring and agree on a set of expectations that suit you both. You can then arrange a series of sessions and the mentoring process will begin.

Online masterclasses

Alongside your regular mentoring meetings, NCJAA will organise a series of short online masterclasses delivered by mentors and professionals in the field, covering topics from funding applications, to event management, to protecting your wellbeing. These sessions will be open to all mentors and mentees on the scheme, as well as alumni of the programme. These masterclasses will last approximately 30 minutes, with an additional 15-20 minutes open for questions and networking.

Monitoring

If you experience any concerns or issues, please contact the NCJAA and if you feel unable to voice your concern that way, you can refer to Clinks' online complaints process here:
<https://www.clinks.org/complaints>.

Mentoring partnerships can have unexpected outcomes and in some cases it may be beneficial to end the partnership early; this should be discussed with both your mentor and the NCJAA.

How to apply

If you are interested in being mentored by an expert at the NCJAA, please complete the application form by 6pm GMT on the 14th August 2023.

Alternatively, record a 2-5 minute video of why you want to apply and what work you have done so far in arts and criminal justice and send this to artsalliance@clinks.org by 6pm GMT on the 14th August 2023. For guidance on what to include in your video, please see appendix below.

If you have further questions about applying or need help, contact artsalliance@clinks.org

3: Information for mentors

Who can apply

To be a mentor on the NCJAA's Professional Mentoring Scheme you must be an established member of the NCJAA network with a minimum of five years' experience within arts in criminal justice (in some exceptional circumstances this may be lowered). You will have attended relevant mentoring training (either offered by NCJAA or elsewhere) and be able to demonstrate specific expertise, characteristics and skills.

Mentors on the scheme must be able to provide:

- A relevant reference
- DBS certificate (if necessary to the type of work)

- Evidence of the relevant policies listed on the mentor application form
- Evidence that you have attended relevant training

Please be aware that not all mentors will be partnered with a mentee every year.

The role and how it works

This mentoring scheme is a 'light touch' programme that delivers an extra offer of support to our network; responding to its needs by providing opportunities to meet and learn from experts in the field of arts and criminal justice. In this context 'mentoring' is a professional, purposeful relationship, where someone less experienced is mentored by someone with more experience - in this instance within the field of arts and criminal justice.

Over a six-month period you will mentor an individual who wants to learn about arts and criminal justice to improve their knowledge, expertise and confidence to work in the sector and bring about good practice.

Please note: the role itself is voluntary and we cannot pay mentors for their time.

Areas of expertise

Mentors could offer a range of specialist knowledge, advice, ideas and professional guidance on the topics below:

- Knowledge of using different art forms as criminal justice interventions, including: visual arts, theatre and performance, music and dance
- Using arts safely with vulnerable people; i.e. health and safety/safeguarding – child protection
- Working with different client groups such as people in contact with the criminal justice system, young people, people with mental health problems, people who are experiencing homelessness and people with complex needs
- Knowledge of the prison and probation settings
- Policy and influencing work
- Working with the government, i.e. Ministry of Justice and Her Majesty's Prison and Probation Service
- Teaching within prisons (and educational contracts)
- Academia with arts and the criminal justice system
- The challenges of running your own organisation
- Creating effective partnerships
- Working with national arts organisations
- Fundraising
- Relevant events
- Networking opportunities
- Staffing and management
- Training and professional development

Training

Where possible, the NCJAA will provide free or subsidised training opportunities for all new mentors, which in the past has been a three-day coaching course with the Guildhall School of Music and Drama, subject to timings and availability.

Responsibilities

As a mentor you need to commit to your mentee by:

- Offering a minimum of three meetings (online although in-person is also possible).
- Providing the NCJAA with a signed copy of the Mentoring agreement form.
- Agreeing your mentee's goals and a time period and method for your mentoring.
- Attending relevant training if needed. This will be provided by the NCJAA where possible.
- Working with the NCJAA to provide appropriate evidence for the monitoring and evaluation of the scheme.
- Raising any concerns or queries you have to the NCJAA (artsalliance@clinks.org)

The NCJAA suggests that it is the responsibility of the mentee to contact you and lead on making arrangements for sessions.

Online masterclasses

Alongside the regular mentoring sessions you will have with your mentee, NCJAA may invite you to deliver an online masterclass in an area of your expertise, open to all mentees of the current scheme as well as alumni of the programme. These masterclasses we anticipate to be around 30 minutes, with an extra 15-20 minutes for questions and networking.

Delivering a masterclass is *not a requirement to take part as a mentor on the scheme*.

Professional relationship guidance

Your pairing with your mentee is a professional relationship and should be carried out with mutual respect and in a professional manner. More information and guidance on good practice on personal boundaries will be shared with pairs once matched.

How to apply

If you are interested in being mentored by an expert at the NCJAA, please complete an application form no later than 6pm on the 14th August 2023.

Alternatively, record a 2-5 minute video of why you want to apply and what work you have done so far in arts and criminal justice and send this to artsalliance@clinks.org by 6pm on the 14th August 2023. For guidance on what to include in your video, please see appendix below.

If you have further questions about applying or need help, contact artsalliance@clinks.org

4. Appendices

Appendix 1: Mentee Application Questions

(Please use this as a prompt to prepare your written responses to be submitted via the online form, and/or when recording a video application)

1. Please provide applicant details including your name, current role in the arts and criminal justice sector, contact details including telephone number and postcode.
2. Please list all relevant experience you have of working in arts and criminal justice.
3. Please describe why you need a mentor to support you with your professional development right now.
4. The scheme is reciprocal by nature. What can you bring to this opportunity to exchange learning with your mentor?
5. Please reference which of the statements below apply to you. This will ensure you meet the relevant criteria, so we can ensure suitability for the scheme. You do not necessarily need to reference all the statements in order to be accepted on to the scheme, please only refer those relevant to you.
 - I am working as a freelance artist or facilitator (or have some experience in doing so)
 - I am newly employed by an organisation working in the arts and criminal justice sector
 - I have some experience of delivering arts interventions with excluded groups
 - I have some, or limited, experience in arts and criminal justice
 - I am at the early stages of my career and feel more support would be beneficial
 - I am interested in and committed to setting up a programme or organisation which focuses on arts interventions or creative projects with people in the criminal justice
 - I am able to commit for up to six months of mentoring (i.e. a minimum of five meetings)
 - I have considered how I will prioritise to allow time to engage in the mentoring scheme
 - I have commitment and motivation to work in the arts and criminal justice sector and feel learning from an expert would be beneficial to my professional development

Appendix 2: Mentor Application Questions

(Please use this as a prompt to prepare your written responses to be submitted via the online form, and/or when recording a video application)

1. Please provide applicant details including your name, organisation, current role in the arts and criminal justice sector, contact details including telephone number and postcode.
2. Please describe what skills and experience you think you could offer as a mentor. Include here any previous mentoring training you have had.
3. Please reference which of the statements below apply to you. This will ensure you meet the relevant criteria, so we can ensure suitability for the scheme. You do not necessarily need to reference all the statements in order to be accepted on to the scheme, please only refer those relevant to you.
 - Knowledge of using different art forms as criminal justice interventions, including: visual arts, theatre and performance, music and dance
 - Using arts safely with vulnerable people; i.e. health and safety/safeguarding – child protection
 - Working with different client groups such as people in contact with the criminal justice system, young people, people with mental health problems, people who are experiencing homelessness and people with complex needs
 - Knowledge of the prison and probation settings
 - Policy and influencing work
 - Working with the government, i.e. Ministry of Justice and Her Majesty's Prison and Probation Service
 - Teaching within prisons
 - Academia with arts and the criminal justice system
 - The challenges of running your own organisations
 - Creating effective partnerships
 - Working with national arts organisations
 - Fundraising
 - Staffing and management
 - Training and professional development

- Curating
 - Creative direction or vision
 - Arts project management
4. Please provide contact details for a reference should we wish to verify any of the details provided above.