

<b>Title of Report:</b>  <b>Government Ambassador's Programme</b>	<b>Officer Presenting: Director of Health &amp; Community</b>  <b>Author: Children &amp; Young Person's Co-ordinator</b>
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## **1 Purpose of Report/Recommendations**

- 1.1 To brief members on the Peace IV funded Government Ambassador's Programme (GAP) which is one of the strategic projects for young people within the Youth 19 Programme (#Youth19).

## **2 Background**

- 2.1 The GAP is a 12 month mentorship programme for employees aged 24 and under (mentees) and senior management (mentors).
- 2.2 Mentoring is a long-standing form of training, learning and development. In the workplace, mentoring tends to describe a relationship in which a more experienced colleague uses their greater knowledge and understanding of the work or workplace to support the development of a more junior or inexperienced member of staff.
- 2.3 Mentoring is a tool which brings benefits to both the individual, senior managers and the organisation.
- 2.4 The GAP was presented to the Strategic Growth Partnership Board (SPB) on 28<sup>th</sup> February as part of the update for Youth 19. Expressions of Interest, to take part in the GAP, were sought from partner organisations. The closing date for receipt of expressions is Friday 15<sup>th</sup> March 2019.

## **3 Key Issues**

- 3.1 The aim of the GAP is to develop the capacity of young people in government. This is achieved by:

- The mentee learning from the mentor.
- Enabling the voice of young people to be heard at a strategic level through the mentoring relationship.
- Support young people to enable them to take responsibility for their learning and development and career progression.
- Develop mentoring skills of managers (mentors) to enable a sustained programme of ongoing development for young people entering the organisation.

3.2 Through the mentoring relationship, mentors will utilise competencies from elements of the Competency Framework for Local Government to develop mentees skills in the following areas:

- Communication
- Team work
- A professional attitude
- Problem solving
- Using initiative
- Objective thinking
- Social Skills
- Leadership Skills.

3.3 Mentees will also be encouraged to access online e-learning modules such as Emotional Intelligence, Business Maths, Influencing, Assertiveness and Negotiation, which they will be able to do at a time that is suitable to them within their working hours.

3.4 Table 1. Summary of Commitment for Participants

<b>Title of Training</b>	<b>Audience</b>	<b>Hours</b>
Programme induction. Facilitated by Mentorship Trainer and DCSDC Officers	Mentor and Mentee	2
Mentoring with mentor (over 12 months – at least one hour per month)	Mentor and Mentee	12
Personal Effectiveness Training (1 day)	Mentee	7
Effective Decision Making & Problem Solving (one day)	Mentee	7
Good Relations Training (half day)	Mentee	4
Competency based interview skills (1 day)	Mentee	7
Presentation Skills (1 day)	Mentee	7
Introduction to Child Rights in Practice	Mentee	3
Developing Mentorship Skills (1 day)	Mentor	7

Senior Managers (mentors) on the Programme will receive structured training to equip them with the skills to become competent mentors. As part of this training, ongoing support will be available during the mentor's first few months.

Title of Training	Number of Hours
GAP Induction	2
Mentorship Training (non-accredited)	7 (one day programme)

### 3.5 Potential benefits to the organisation introducing the GAP

- Provides a platform for young people (mentees) to be able to provide constructive feedback to the organisation, outside of the traditional line manager route, on issues such as employee engagement, development and career opportunities.
- Enables the organisation to recruit high calibre employees by becoming an employer of choice through its programme of development and engagement for young people.
- Increases productivity through better engagement and job satisfaction.
- Provides an additional learning and development tool to support the organisation achieve its organisational development priorities.
- Supports the development of leadership capabilities

### 3.6 Benefits to Young People participating in the GAP:

- Increased confidence and self-awareness which helps build performance and contribution.
- Mentees will gain a broader perspective of their organisation including history, values, culture and politics. They will meet people with different ideas, perspectives and knowledge.
- Development of skills, experience and abilities to support career and personal development, job progression and job enrichment.
- Mentorship is tailored to the individual young persons (mentees) needs. Allows the mentee to 'set' the agenda.

- Mentees will receive, at least, 1 hour dedicated mentorship time with their mentor per month PLUS, undertake skills training.
- Mentees will be encouraged to complete a Personal Log for self-reflection. This will aid reflective learning and CV development. The Personal Log will allow the mentees consideration of issues encountered, what happened and what they did differently because of the mentorship. It will also form a diary of any training/development undertaken.
- Develops a wider network of influence and helps to define potential career pathways.

3.7 Benefits to Senior Managers participating in the GAP:

- Obtain personal satisfaction from making a difference to the career/personal development of a young person working within the organisation.
- Development of leadership, people skills and interpersonal skills.
- Gain fresh perspectives from young people working within the organisation.
- Increases professional network.

3.8 To be eligible to participate organisations must be government/statutory and have at least one employee aged 24 years or under and at least one senior manager who wishes to take part. There are places for 30 mentees and 30 mentors.

3.9 The duration of the Government Ambassador's Programme is 12 months.

3.10 This programme is funded by Peace IV and therefore it is essential that all mentees undertake at least 26 hours sustained contact on the programme.

3.11 Mentees will be required to undertake a Peace IV pre-programme baseline questionnaire at the outset of the programme and a post-programme questionnaire on completion of the 12 month programme.

3.12 Mentees and mentors will be required to undertake evaluation at specific points during the programme to identify any concerns that they may have (short questionnaire). A final evaluation of the programme will be completed at the end of the 12 months.

## **4 Financial, Equality, Legal, HR, Improvement and other Implications**

- 4.1 A total of £11,000 has been secured to deliver the Government Ambassadors Programme (GAP).
- 4.2 Training provision will be procured externally by DCSDC. All costs associated with training provision including trainer costs, room hire and hospitality will be met from Peace IV Funding (£11,000).
- 4.3 All salary/travel costs associated with mentor/mentees (where applicable) must be met from each participating organisation.
- 4.4 Participating organisations must be willing to:
- Allow mentees to attend a minimum of one hour's mentorship per month with their mentor, plus skills training, over the course of 12 months.
  - Allow mentors to attend a one day Mentorship Skills Programme, one hour induction, plus one hour mentorship time with mentee per month.
  - Identify a key contact who has accountability for implementing and monitoring the programme within their organisation and liaising with the GAP Project Officer based in DCSDC.
  - Allow employees who are 'contracted' i.e. permanent or fixed term contacts to undertake the programme during normal working hours and receive normal salary payment.
  - Encourage individuals working on a 'casual' basis, who wish to avail of the programme to participate (no salary/payment for the hours undertaken on the programme). Please note that expenditure on salary is ineligible through Peace IV funding.
- 4.5 Organisations must ensure that mentors and mentees conform to individual organisational policies and procedures relating to health and safety, equal opportunities, safe guarding, data protection and confidentiality.

## **5 Recommendations**

- 5.1 Members are requested to note the contents of this report.

### **Background Papers**

None