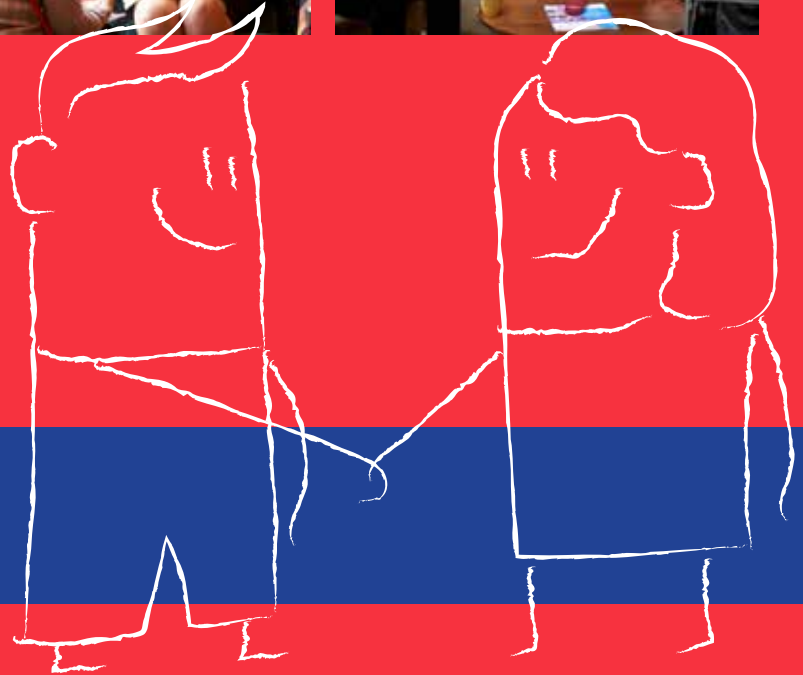




# SLCC

For Local Council Professionals

## BEING AN SLCC MENTOR



## WHAT IS AN SLCC MENTOR?

An SLCC mentor is an experienced and knowledgeable clerk who provides guidance, support, and advice to less experienced clerks in their first 12 months. The mentor shares their knowledge and skills with the mentee, helping them to navigate challenges, set goals, make informed decisions, and therefore, develop professionally.



“THE GOAL OF MENTORSHIP IS TO SUPPORT AND GUIDE CLERKS TO FIND THE BEST WAY OF MANAGING THEIR ROLE, RESPONSIBILITIES AND WORKING RELATIONSHIPS.”



# WHAT DO YOU NEED TO BECOME A MENTOR?

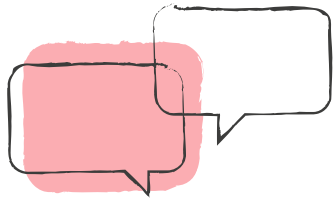


Mentoring requires leadership skills such as effective communication, active listening, empathy, and the ability to provide guidance and support.

You also need to have:

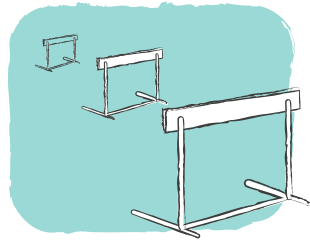
- Strong experience of clerking
- The Certificate in Local Council Administration (CILCA)
- A Fellow membership of SLCC

# BENEFITS OF BECOMING A MENTOR



## Professional Growth

Deepen your understanding and enhance your communication skills by sharing your knowledge

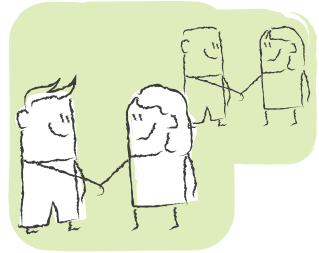


## Sense of Fulfillment

Supporting your mentee's to overcome challenges, and succeed can be highly rewarding

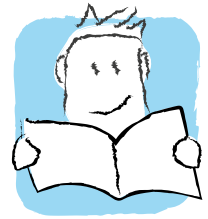
## Networking Opportunities

Mentees often introduce mentors to new contacts, career opportunities, or collaborative ventures, opening doors for professional advancement



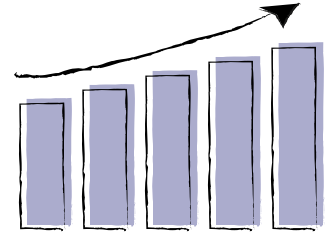
## Learning

Mentorship is not a one-way street. Mentees can offer fresh perspectives, innovative ideas, and insights



## Professional Reputation

Increase your visibility and professional reputation within the sector



## Sector Growth

Invest in equipping the sector with skills and knowledge for long-term impact and growth

# THE NEW CLERK TRAINING INITIATIVE

The aim of this initiative is to help new clerks settle into the profession. Initially underwritten by the government via the National Training Strategy but taken over by the SLCC, this project is designed to assist clerks in their first 12 months and is available to all not just members of the SLCC.



The training initiative consists of four pillars:

1/ A welcome pack for new clerks including a booklet called 'The Essential Clerk'

2/ Branch Mentors who enable clerks to find the best way of managing their role, responsibilities and working relationships

3/ An informal network of local or district contacts – clerks who are knowledgeable about their area and can help a new clerk find their way around

4/ Links to the training offered by the County Training Partnership, the SLCC, and the CALC's

# OVERVIEW OF THE ROLE

The mentor's job description is as follows:

- To initiate contact with all new clerks in a given area and to keep in touch by telephone and email as required by the clerk

- To help the new clerk to understand their role and the roles of others

- To introduce the new clerk to local, countywide and national networks and to make sure that the new clerk knows who to contact when needed

- To answer straightforward technical questions and, when appropriate, to refer the clerk to the SLCC's advisor or CALC officer for a response

- To identify when the new clerk is in difficulty and listen so that the clerk doesn't feel isolated and to suggest a way forward ensuring that the new clerk is given the opportunity to own the problem

- To help the new clerk sustain motivation for their job

- To recognise the boundaries of the role and to refer the clerk to other sources of help when necessary

- To inform the clerk of training options

- To draw the new clerk's attention to written information supporting the work of a clerk

- To work with the local branch, trainers and advisors as appropriate

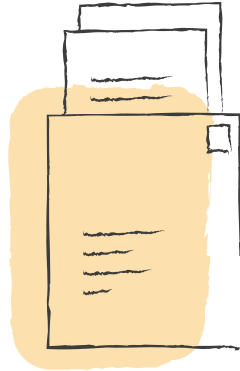
- To undertake a training course and obtain the certificate for related work

- To maintain a log of hours and expenses to guide the Head of Advisory Services on the use of SLCC resources.

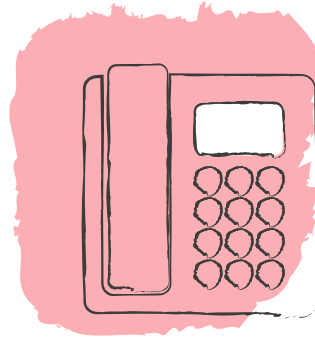
On occasion, the mentor might be able to help a clerk who is not new to the sector if a clerk is undergoing a period of change that requires a listener and the skills of the mentor (as opposed to the skills of an advisor). The clerk may refer him/herself to the mentor or an advisor might suggest that the clerk talks to the mentor.

# THE PROCESS

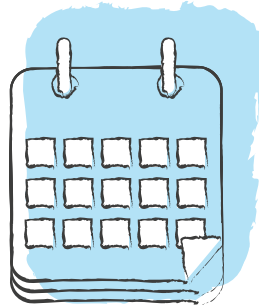
1/ SLCC Head Office send a welcome pack to the new clerk and notify the mentor of the new clerks' contact details.



2/ The mentor telephones the new clerk to establish contact and has an initial chat to explain their role or the mentor establishes e-mail contact with the new clerk.



3/ The mentor maintains email/phone contact approximately once a month as appropriate, gently probing to make sure all is well or to identify concerns if necessary the mentor arranges a face-to-face meeting.



4/ The mentor will not be able to meet every new clerk face-to-face (nor will it be necessary). Use of virtual meetings is encouraged.



Towards the end of the first year, the mentor checks the situation and signs off.

**If you'd like to become a mentor please  
contact Helen Watson FSLCC, Senior  
Advisor, [helen.watson@slcc.co.uk](mailto:helen.watson@slcc.co.uk)**

