



Lincoln College  
UNIVERSITY OF OXFORD

# Linc Up Mentoring Programme

## What is mentoring?

Linc Up is our exclusive online careers mentoring platform, for students and alumni of Lincoln College. Sign up to our mentoring programme where professionals can give back as mentors, by providing one to one career advice, inspiration, and guidance to mentees (students and young alumni). Help the next generation with their career aspirations, and their personal and professional development.

The mentoring relationship is based on encouragement, mutual trust and respect, constructive insights and feedback, and a readiness to listen, learn and share.

As a mentor, you must be an alumnus/alumna of Lincoln College, with relevant professional experience and a willingness to give back some of your time to young Lincolnites.

There is no cost attached to joining Linc Up, so join now and help our students and young alumni take the next step into their chosen careers.

## Benefits of becoming a mentor

There are significant benefits to becoming a mentor, such as the satisfaction of sharing your insights with someone who has similar career interests, or helping a young Lincolnite feel more confident in their plans for the future. We hope that being a mentor is an emotionally rewarding experience, where you are able to share your sector expertise, and discover the impact your advice and time can have on helping a student or young alum.

- Share your valuable skills, experience and connections.
- You have control of who you mentor – you approve mentor requests.
- You can manage your mentor profile and you choose the information you want to share.
- **You control how much time you volunteer** – you can set a maximum of how many mentees you are able to mentor at the same time, and you can specify the mentoring services you can offer.
- Network with other Lincoln alumni.
- Make a real difference to a young person who is making the transition from university life to the world of work.

## How to sign up

Getting started with Linc Up is easy.

1. Sign up at <https://www.lincolncollege-alumni.aluminate.net/>
2. Wait for us to approve you (we need to check that you graduated from Lincoln).
3. Access the Linc Up mentoring platform; make your profile by filling in your information, check your inbox for any messages from mentees, and then start your mentoring relationship with your mentees.
4. Thank you for being a Linc Up mentor! Mentoring can take place, for example, via email, video chat, phone calls, or in person. You can be in touch with your mentee just once, or many times, depending on what you agree with your mentee.

## Get started with mentoring

Once you've accepted a mentor request, get in touch with your mentee to organise how and when your first meeting will take place. If your mentee hasn't already, please contact them to propose a day and time for your first meeting, and confirm how you'd like the mentoring to happen (eg. by email, phone, video chat, or in person). When you make contact with your mentee, remember they may be nervous or unsure about what you can offer, so try to take the lead to start with and ensure that you find out their goals and how you can help them.

## Your initial conversations with mentees

So that the mentoring relationship is purposeful and beneficial, it's helpful to establish clearly the current situation your mentee is in, what their career goals are, and the guidance you can provide. You can then set some objectives with your mentee and agree on how the relationship will be helpful. It's important for you both to agree how frequently you will be in touch and your method of communication. The length of your mentoring relationship is completely up to you and your mentee – it may be a week, or it may be for much longer, such as a year or more.

## Expectations of you as a Linc Up mentor

- Please check in to Linc Up regularly, ensuring that your profile is up to date and check your inbox for mentee messages.
- Please reply to mentee requests and messages as soon as possible.

- Engage with your mentee and consider how you can help them achieve their goals – ensure that you have read their profile, listened to their career aspirations and questions, and that you are initiating follow up meetings.
- Follow up on everything you have agreed in your mentoring sessions.

*Thank you for supporting young Lincolnites in their career paths, and for donating your time, experience and insights. If you have any questions about mentoring and Linc Up, please don't hesitate to contact Jo Campsall in the Lincoln Development Office at [jo.campsall@lincoln.ox.ac.uk](mailto:jo.campsall@lincoln.ox.ac.uk)*

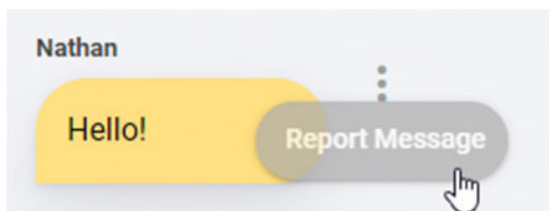
### **If you need to pause being a mentor**

We are very grateful to our mentors for the time and expertise that they offer to Lincoln mentees. However, we completely understand that you might want to pause being a mentor for a while, due to work or personal commitments. You can do this very easily via your Linc Up profile page, by clicking the 'Pause Mentoring' button, and you can reactivate it when you are ready to return back to mentoring.

### **If you need to raise any issues about mentoring:**

All messages and correspondence sent within the Linc Up system are confidential between mentor and mentee. However, if you feel that someone is sending you unsolicited messages, is requesting unrealistic support/advice, or is behaving in a way that is inappropriate/unprofessional, you can report this behaviour to the Lincoln Development team and/or via the Linc Up platform 'report' button:

- You can flag any issues with Jo Campsall (Development and Alumni Relations Officer) at [jo.campall@lincoln.ox.ac.uk](mailto:jo.campall@lincoln.ox.ac.uk)
- You can report an issue via the platform, by clicking on the platform message that you want to report, then clicking on the '...' And selecting 'Report Message':



A member of the Aluminate platform team will be notified, as well as Jo Campsall in the Lincoln Development team. If necessary, further action will then be taken. All reports will be treated sensitively.