Associateship of the Museums Association (AMA):
Mentor role description

Role

To support the personal and professional development of those that work in and with museums by encouraging and guiding mentees through their AMA journey to achieve the Associateship.

General responsibilities

This mentoring support is part of the wrap-around development framework, alongside the AMA competencies, the AMA support groups, events and resources.

- Participating in four mentoring conversations each year up to a maximum of 10 contact hours per year, usually for up to 3 years.
- Encouraging your mentee to reflect, connect and develop to achieve their professional development goals and career ambitions; and meet the milestones in their AMA journey.
- Guiding their development within the dynamic museum sector and their particular context to become a well-rounded museum professional, reflecting the values and commitments of the Museums Association, for example the Code of Ethics for Museums and our Museums Change Lives campaign.
- Supporting, reviewing and first ‘pass’ approval of AMA documentation – CPD Plan, Interim review, Project proposal, Final review and Future CPD Plan.
- Ensuring your mentee is best placed to succeed at their Professional review by supporting their drafting and submission of Professional review paperwork, Final review, CPD Log and Future CPD Plan and their preparation for their Professional review, for example, hosting a mock Professional review.
What you bring to the programme as a mentor

- Being an AMA mentor provides you with the opportunities to apply coaching and mentoring skills outside direct management relationships, enabling you to meet new people, discover new practice within the sector and insights about yourself.

You will definitely:

- Have worked in and with museums and the sector for a minimum period of 5 years.
- Have a proven track record of, or clear interest in developing others within the sector.
- Have good up to date knowledge of the sector and the cultural, social and political environments it works within and current issues and trends.
- Be committed to the importance and implementation of strategic documentation, specifically the Code of Ethics for Museums and Museums Change Lives.
- Have a good understanding of the wider landscape and key bodies within it, for example, Collections Trust, Association of Independent Museums, National Lottery Heritage Fund etc.

It would be good if you have at least one of the following:

- Experience of coaching and mentoring others, and the associated skills and knowledge.
- Experience of the AMA process yourself and have been awarded the AMA.
- An active professional development plan, demonstrating your commitment to learning.

What you will get out of the programme:

- AMA mentees highlight the importance and significance of their AMA mentoring relationship – you are valued and valuable.
- You will meet people you might never have crossed paths with otherwise, from different disciplines, varied types of organisations and professional focus.
- Mentoring is good for your own career development, evidencing support of museum colleagues and commitment to the sector, and people skills for example goal setting, coaching, delegating, giving feedback and monitoring performance.

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• You receive first steps training and ongoing support, including mentor refresher sessions where you meet other mentors and extend your professional network.

**Additional information:**

• To be an AMA mentor you must be a Full individual member of the Museums Association and be 18 or over and eligible to volunteer in the UK, this role may be subject to disclosure checks.