



MENTORSHIP GUIDELINES

Construction For Women - Mentorship Programme

Purpose

This initiative is designed to support and encourage young women in STEM & construction pathways, and during the early stages of their careers, offering experienced industry professionals the opportunity to pay it forward by supporting the next generation of young women in the built environment. You'll be matched with a mentee for a 12-month mentoring journey shaped around shared values, personal development, and meaningful connection.

Here's How It Works

Step 1: Confirming Mentor Status

To become a Construction For Women mentor, candidates must read & agree to the terms of our mentoring contract, and return a signed copy of the contract to our programme lead.

In addition, mentors are asked to provide Construction For Women with the following information:

- Full Name
- Preferred Email Address
- Preferred Phone Number
- LinkedIn (*Optional*)
- Location (i.e. Manchester, England)
- Current Role & Place of Employment
- Year's of Experience
- *Educational background & Qualifications (Optional)*
- 3-5 areas of expertise/interest in the built environment (*Optional*)
- 100-250 word brief profile/mentor summary (*Optional*)

This information is used to build your mentor profile and to pair you with appropriate mentees, as well as your number is required for setting up WhatsApp groups.





Step 2: Mentor and Mentee Matching

Mentors and mentees will be thoughtfully paired by the program coordinators based on interests, goals, and compatibility. This process aims to create positive mentoring relationships that foster growth and development for both mentors and mentees.

Step 3: Introductory Meeting

You and your mentee will be placed into a WhatsApp group. In your first meeting, we recommend:

- Getting to know each other (through Teams or WhatsApp)
- Discussing values, background and aspirations
- Agreeing on Goals for the year ahead
- Setting a preferred mode of communication (in person, video call, phone, etc.)
- Scheduling monthly catch-ups where possible

Step 4: Ongoing Mentorship

Aim to meet once a month over the 12-month period. Each meeting can be used to:

- Check in on progress
- Discuss opportunities and challenges
- Offer encouragement and practical insights
- Reflect on growth & progress towards achieving goals

Step 5: Evaluation/Feedback of Mentorship

To ensure a successful mentorship experience, both mentors and mentees provide feedback regularly and at the end of the programme. This helps measure progress and improve future pairings. Feedback focuses on:

- Progress toward mentees goals/achievement of goals
- Quality and frequency of communication
- Overall satisfaction with the mentorship relationship
- Challenges faced and areas for improvement





Goals for Mentees

As a mentee, you are encouraged to:

- **Take ownership** of your personal and professional growth
- **Come prepared** to each session with reflections, questions, or topics to discuss
- **Be honest and open** about your aspirations and any obstacles
- **Set clear goals**, with the mentor's guidance, and work towards them actively
- **Communicate proactively**, especially if availability or expectations change
- **Reach out to us** if you encounter difficulties or cannot reach your mentor

Goals for Mentors

As a mentor, your role is to inspire, guide and support your mentee through her development. Your commitments include:

- **Sharing your journey** and offering insights from your professional experience
- **Listening actively** and asking thoughtful questions to build confidence and clarity
- **Encouraging autonomy** while supporting goal-setting and decision-making
- **Celebrating progress** and helping your mentee reflect on learning and achievements
- **Providing support in a way that suits both of you**, whether that's career guidance, confidence building, or simply being a sounding board
- **Letting us know** if you have any concerns or if communication becomes difficult

Code of Conduct

The Construction for Women Mentorship Programme is founded on mutual respect, professionalism, and a shared commitment to learning and development. To maintain a positive and productive environment for all participants, the following standards apply:

Participants are expected to:

- Engage with **integrity, respect**, and **courtesy** in all programme interactions.
- Be **punctual and prepared** for scheduled mentoring sessions.
- Maintain appropriate **professional boundaries** at all times.





- Respect the **confidentiality** of discussions, except where safeguarding concerns arise..
- **Communicate clearly**, constructively, and in good faith.
- **Honour agreed commitments** and provide notice if circumstances change.
- Refrain from any form of **harassment, discrimination, or inappropriate conduct**.

Breaches of this Code may result in a review of the mentoring relationship and, where necessary, removal from the programme.

Safeguarding Guidelines

While the mentorship programme is intended for adult professionals, we recognise the importance of safeguarding principles to promote a safe, respectful, and inclusive mentoring experience.

Key Safeguarding Principles:

- Professional Boundaries: Mentoring relationships should remain professional and focused on agreed goals. Personal or sensitive issues should be approached with discretion.
- Respect and Inclusion: All participants should feel safe and supported regardless of background, identity, or experience. Discriminatory behaviour of any kind will not be tolerated.
- Confidentiality and Disclosure: Information shared during mentoring sessions is confidential unless there is reason to believe someone is at risk of harm or unlawful behaviour has occurred.
- Appropriate Communication: Communication should take place through mutually agreed channels and during appropriate hours. Inappropriate or overly personal contact should be avoided.
- Reporting Concerns: Any safeguarding concerns or inappropriate conduct should be reported promptly to the Programme Lead at [Insert Contact Email]. Reports will be handled discreetly, professionally, and in accordance with organisational policy.

This guidance does not replace any legal obligations relating to safeguarding. Where necessary, concerns may be escalated to appropriate authorities or support services.

Data Privacy Statement

The Construction for Women Mentorship Programme is committed to handling all personal information in compliance with applicable data protection laws and best practices.





Information Collected:

Participants may be asked to provide information including:

- Full name and contact details
- Current role, location, and career experience
- Educational background and professional interests (optional)
- LinkedIn profile or mentor summary (optional)

This information is collected solely to support programme coordination and effective mentor-mentee matching.

Use and Retention of Data:

- Personal data is used exclusively for the administration and delivery of the mentorship programme.
- Data is stored securely and accessed only by authorised personnel.
- No information will be shared with third parties without explicit consent.
- Data will be retained only for the duration necessary to support the participant's involvement in the programme.

Participant Rights:

Participants may request to access, update, or delete their personal data at any time by contacting the programme team at harry.walker@gallaway.co.uk.

Thank You

Thank you for being part of the Construction for Women Mentorship Programme.

Whether you are sharing your experience as a mentor or stepping into your next chapter as a mentee, your commitment is helping to shape a more inclusive and supportive future in the built environment.

This programme exists because people like you are willing to invest time, energy, and care into building connections and opening doors for others. We're proud to have you with us and look forward to the impact we'll make together.

Let's keep building women's futures – together.

