

# PHYSICS



## MENTORING PROJECT

# PROSIECT MENTORA

# FFIS E G

# Lead Mentor Handbook

2023-24

  @PhysMentoring

 [physicsmentoring@cardiff.ac.uk](mailto:physicsmentoring@cardiff.ac.uk)

 [physicsmentoring.co.uk](http://physicsmentoring.co.uk)



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## Introduction

Congratulations on becoming a Lead Mentor for the Physics Mentoring Project! We're so excited that you want to take on extra responsibilities and help other mentors out. This booklet has everything you need to be a Lead Mentor.

## Getting Started

### Lead Mentor Zone

Lead Mentor Zone: <https://physicsmentoring.co.uk/mentor-area/>

Password for 2023-24: leadmentor\_407

## Key Contacts

### Project Team



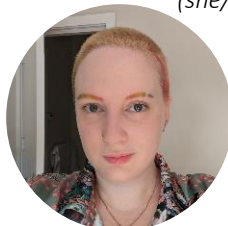
We are based in: West Extension WX/2.06A, Queen's Buildings, The Parade, Cardiff, CF24 3AA

Celina and Georgie usually work in the office on **Tuesdays and Wednesdays**.

**Please Note:** As the Mentor Liaison, Georgie is the first point of contact. We'd recommend emailing [physicsmentoring@cardiff.ac.uk](mailto:physicsmentoring@cardiff.ac.uk) in the first instance in case Georgie is out of office and Celina can answer your query. You can also message Georgie on Discord or Teams!

### What to contact Georgie for:

- General mentoring logistics queries
- If you are not able to attend a mentoring session or planned event

Name	Job Title	Email	Telephone No.
 Dr Chris North (he/him)	Academic Lead	<a href="mailto:northce@cardiff.ac.uk">northce@cardiff.ac.uk</a>	N/A
	<ul style="list-style-type: none"><li>• Intellectual leadership of the project</li><li>• Liaison for external stakeholders and funders</li><li>• Overseeing project reporting, delivery, and evaluation</li></ul>		<b>Working hours:</b> 09.00 – 17.00 Monday – Friday
 Mrs Celina Lavis (she/her)	Project Manager	<a href="mailto:lavisc@cardiff.ac.uk">lavisc@cardiff.ac.uk</a>	+44(0)2922 510045
	<ul style="list-style-type: none"><li>• Management of the project</li><li>• Monitoring project budgets, finance, and funding</li><li>• Overseeing delivery of the project within budget and scope</li><li>• Liaison for schools, teachers, and external stakeholders</li></ul>		<b>Working hours:</b> 09.00 – 17.00 Tuesday – Friday
 Miss Georgie McGarry (she/they)	Project Officer	<a href="mailto:mcgarryg@cardiff.ac.uk">mcgarryg@cardiff.ac.uk</a>	+44(0)2920 874094
	<ul style="list-style-type: none"><li>• Day-to-day delivery of the project</li><li>• Managing marketing and communications</li><li>• Mentoring cycle and event logistics</li><li>• Liaison for mentors and university contacts</li></ul>		<b>Working hours:</b> 08.00 – 18.00 Tuesday – Friday




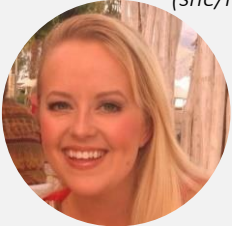

## University Contacts

These are the contacts for each university we work with across Wales.

### What to contact for:

- Providing physical resources for sessions in the Session Resources Pack
- Supporting you in-person at your university

**Please Note:** for any other mentoring queries, please contact Georgie in the first instance. Georgie is the University Contact for Cardiff University, as that is where the project team is based.

Name	University	Email	Telephone No.
 <p>Dr Rachel Cross (she/her)</p>	Aberystwyth	<a href="mailto:rac21@aber.ac.uk">rac21@aber.ac.uk</a>	+44(0)1970 622820
	Senior Lecturer 2.13 Physical Sciences Building Aberystwyth University SY23 3BZ		<b>Working hours:</b> Not supplied
 <p>Dr Iestyn Pierce (he/him)</p>	Bangor	<a href="mailto:i.pierce@bangor.ac.uk">i.pierce@bangor.ac.uk</a>	+44(0)1248 382732
	Head of School / Senior Lecturer School of Computer Science and Engineering		<b>Working hours:</b> Not supplied
 <p>Dr Sarah Roberts (she/her)</p>	Swansea	<a href="mailto:s.g.roberts@swansea.ac.uk">s.g.roberts@swansea.ac.uk</a>	+44(0)1792 606195
	School Education Lead (Biosciences, Geography and Physics) Room 504, Vivian Tower Singleton Park, Swansea SA2 8PP		<b>Office hours:</b> Tuesday 12.00 – 13.00 Thursday 10.00 – 11.00
 <p>Corrine John (she/her)</p>	USW	<a href="mailto:corrine.john@southwales.ac.uk">corrine.john@southwales.ac.uk</a>	Ring via Teams
	Work Placement Partner Room TRL140, Library and Student Centre Treforest Campus CF37 1DL		<b>Working hours:</b> Wednesday 10.00 – 16.00 (in-person) Friday 10.00 – 16.00 (online)
 <p>Lucy Jones (she/her)</p>	Wrexham	<a href="mailto:l.r.jones@glyndwr.ac.uk">l.r.jones@glyndwr.ac.uk</a>	
	Careers and Employability Manager		<b>Working hours:</b> Not supplied

## 2023-24 Timeline

Please see below for key dates across the year:

October	2 <sup>nd</sup> – 8 <sup>th</sup>	9 <sup>th</sup> – 15 <sup>th</sup>	16 <sup>th</sup> – 22 <sup>nd</sup>	23 <sup>rd</sup> – 29 <sup>th</sup>
		Training Weekend 14 <sup>th</sup> – 15 <sup>th</sup>	Mentor/school matching (project team) Initial mentor/school meetings	
November	30 <sup>th</sup> Oct – 5 <sup>th</sup>	6 <sup>th</sup> – 12 <sup>th</sup>	13 <sup>th</sup> – 19 <sup>th</sup>	20 <sup>th</sup> – 26 <sup>th</sup>
	School Half Term	Cycle 9		
December	27 <sup>th</sup> Nov – 3 <sup>rd</sup>	4 <sup>th</sup> – 10 <sup>th</sup>	11 <sup>th</sup> – 17 <sup>th</sup>	18 <sup>th</sup> – 24 <sup>th</sup>
	Cycle 9			Christmas Holidays
January	1 <sup>st</sup> – 7 <sup>th</sup>	8 <sup>th</sup> – 14 <sup>th</sup>	15 <sup>th</sup> – 21 <sup>st</sup>	22 <sup>nd</sup> – 28 <sup>th</sup>
	Christmas Holidays	University Exam Periods Mentor/school matching (project team)		
February	29 <sup>th</sup> Jan – 4 <sup>th</sup>	5 <sup>th</sup> – 11 <sup>th</sup>	12 <sup>th</sup> – 18 <sup>th</sup>	19 <sup>th</sup> – 25 <sup>th</sup>
	Initial mentor/school meetings Top-up training session (virtual)		School Half Term Mentor Top-up Training	Cycle 10
March	26 <sup>th</sup> Feb – 3 <sup>rd</sup>	4 <sup>th</sup> – 10 <sup>th</sup>	11 <sup>th</sup> – 17 <sup>th</sup>	18 <sup>th</sup> – 24 <sup>th</sup>
	Cycle 10			School/University Easter Holidays
April	1 <sup>st</sup> – 7 <sup>th</sup>	8 <sup>th</sup> – 14 <sup>th</sup>	15 <sup>th</sup> – 21 <sup>st</sup>	22 <sup>nd</sup> – 28 <sup>th</sup>
	School/University Easter Holidays	University Easter Holidays Final Cycle 10 sessions	Final Cycle 10 sessions	
May	29 <sup>th</sup> Apr – 5 <sup>th</sup>	6 <sup>th</sup> – 12 <sup>th</sup>	13 <sup>th</sup> – 19 <sup>th</sup>	20 <sup>th</sup> – 26 <sup>th</sup>
	University Exam Periods			
June	27 <sup>th</sup> May – 2 <sup>nd</sup>	3 <sup>rd</sup> – 9 <sup>th</sup>	10 <sup>th</sup> – 16 <sup>th</sup>	17 <sup>th</sup> – 23 <sup>rd</sup>
	University Exam Periods			Awards & Recognition Events (across Wales)
July	1 <sup>st</sup> – 7 <sup>th</sup>	8 <sup>th</sup> – 14 <sup>th</sup>	15 <sup>th</sup> – 21 <sup>st</sup>	22 <sup>nd</sup> – 28 <sup>th</sup>
	Awards & Recognition Events (across Wales)			Summer Holidays

# Lead Mentor Handbook

This is where you'll find all the information you need to know about the process of Lead Mentoring.

## Before Mentoring

You will receive an Excel spreadsheet containing the following information about your mentors:

- Name
- What they prefer to be called
- Pronouns
- University
- Type (new or returning)
- Which cycles they've signed up for
- Contact details (uni and personal email, telephone number)
- Preferred method of contact

**Please get in touch with mentors via university email to start off with**, then establish what method they'd like you to use when you check in with them. If they don't respond after a week, then you can start using other methods of contact. **Please let Georgie know if they're unresponsive after two weeks.**

You can use the email template to introduce yourself to your mentors.

In your first check in ahead of mentoring, please check the following with them:

- Have they done their **DBS check** via STEM Ambassadors?
- Have they **joined the Discord**?
- Have they **signed the Mentor Agreement**?

## During Mentoring

Once mentors have been matched to schools, we will send you an updated spreadsheet to include the following information:

- Mentoring format
- Have they joined the Discord?
- Have they signed the Agreement?
- Have they had their initial meeting?

You can then tailor your next check-in around this information.

**Please note:** a "No" under initial meeting doesn't necessarily mean they haven't done anything yet. It may be that they've emailed, or a date is arranged but they haven't had the meeting yet.

**Each week** during a mentoring cycle, the project team will send you a list of mentors in your group who **haven't completed their reflection forms**. Please either remind them during their check-in, or contact them if you have no check-in scheduled and remind them to complete reflections.

## Post Mentoring

Once mentoring is complete, you are welcome to have some post-mentoring check-ins with your mentors if they wish to see how it went.

This may also be a good time to start contacting your Cycle 10 mentors about check-ins ahead of February.