

NATIONAL MENTORSHIP COORDINATOR

In2MedSchool

In2MedSchool is a widening participation initiative that consists of a group of medical students and junior doctors helping underprivileged school children apply to study Medicine and related subjects at University.

Mentorship Team

This team is responsible for overseeing the running of our free, national 1:1 mentoring scheme where aspiring medics are matched with a local medical student/doctor who will be there mentor throughout the application process.

Role Description & Requirements

- Coordinate, train and be the primary contact for Regional Heads they were assigned at the beginning of the year, including managing day-to-day activities and setting targets.
- Serve as a point of call for coordination and expansion of their regions.
- Liaise with Regional Heads and third-party stakeholders to increase awareness of the charity.
- Review monthly progress reports from Regional Heads and arrange regular virtual meetings (at a schedule defined yearly before the start of the academic year)

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- Organise and conduct appropriate welfare checks and meetings with those Regional Heads under their supervision.
- On a rota basis, open and maintain Zoom breakout rooms.
- Meet regularly with the appropriate Mentorship Director to provide an update on the region's progress.
- Escalate concerns about Regional Heads promptly to the appropriate Mentorship Director.
- Escalate concerns relating to Mentor, Mentee or Regional Head's wellbeing, welfare or safeguarding promptly to the Director of Welfare.
- Otherwise assist the Mentorship Team with general administrative responsibilities, as needed and agreed by all parties.

Essential Criteria

- Must have been a Regional Head or held a subcommittee position at In2MedSchool.
- Completed A-level education in the country, or has sound knowledge of its education system.
- Currently studies at a university located in the country.
- Desire to contribute to the expansion of widening participation in Medicine nationally.
- Willingness to approach schools, charities or individuals across the country to establish collaborations.

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Desirable Criteria

- Has established contacts with schools, charities or individuals in the country.
- Knowledge/awareness of local criminal disclosure procedures.

Time Commitment

- Approximately 4-6 hours/week (variable, depending on time of year).
- Meeting with the respective director monthly.
- Administrative responsibility of running zoom breakout rooms for 2h on one weekend day every 5-6 weeks (on a rota basis).

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Application Process

Click [here](#) to apply to become a regional head at any of the medical schools in the UK.

Line Manager

You will be line managed by our Mentorship Directors (Joana Rodrigues or Heynes Brown) based on the area that you will be looking after.

Contact Us

For more information about the role, please contact:

- Joana Rodrigues (England):
 - joana.rodrigues@in2medschool.com
- Heynes Brown (Scotland, NI, Wales):
 - heynes.brown@in2medschool.com

For more information about In2MedSchool, check out our social media or send us an email.



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