



ADH Mentoring Coordinator Role Description

Role Title:	Mentoring Coordinator	Reports to:	ADH Secretary
Organisation:	The Association of Dress Historians (ADH)	Manages:	N/A
Purpose of role:			
<p>The Mentoring Coordinator is a new role created to lead the implementation and development of ADH mentoring programme, established in Autumn 2022. The role sits as a Sub-Committee member working closely with ADH Secretary to receive applications, seek suitable mentors and monitor mentoring progress. The role meets ADH's charitable aim to support those working in the fields of dress and textile history.</p>			
Role description			
<p>Key tasks:</p> <ul style="list-style-type: none"> ● To act as the first point of contact for ADH mentoring programme via a designated email. ● To receive and process applications for mentoring and from prospective mentors. ● To seek and contact prospective mentors on behalf of mentoring applicants across the academic, heritage, museum and professional making sectors. ● To maintain contact with mentors undertaking the programme, receive and monitor mentoring records. ● To report back to the Executive Committee and Trustees on programme by request and for the Annual Report. 			
Skills and experience			
<p>Essential:</p> <ul style="list-style-type: none"> ● Established contacts in the UK dress and textile history sector. ● Confidence and ability to connect with international dress and textile history scholars and professionals. ● Commitment to the benefits of one-to-one early career mentoring. ● Good record keeping skills, including attention to detail and time-planning. ● Confident and friendly written, verbal and visual communication skills. ● Experience with Microsoft Excel and Word. ● Ability to commit to and promote the values and charitable aims of ADH. <p>Desirable:</p> <ul style="list-style-type: none"> ● Enthusiasm and sensitivity towards connecting people. ● Comfortable communicating between cultures. 			

- An awareness of previous ADH operations and outputs.
- Awareness of the linguistic, cultural and financial barriers to inclusion in dress and textile history, professional and academic careers.

Tenure and hours

- This role is voluntary with a two-year tenure.
- Resignation can be offered at any time, but the role holder is expected to stay in position until they have handed over to a replacement candidate or made equivalent provision.
- ADH roles are supported by a two-month hand-over or induction. This is considered as a review period to ensure both candidate and ADH team agree with uptake of the role.
- The role may require an average of 4 hours per week split across several days.
- The role is supported and supervised by the ADH Secretary.

For an informal discussion about this role please contact Emily Taylor via secretary@dresshistorians.org

To apply please send a covering note explaining how you feel you fit the role and a CV to:
Kirsten Burrall: deputychair@dresshistorians.org
& Emily Taylor: secretary@dresshistorians.org