

# Engaging a capability mentor

*This tip sheet has been designed for community organisations who have received a grant from the Ministry of Social Development's Capability Investment Resource to engage a capability mentor.*



## SELECTING A CAPABILITY MENTOR

The details of the capability mentors available to support you are published on MSD's Family Services Directory ([www.familyservices.govt.nz/directory](http://www.familyservices.govt.nz/directory)).

When you are looking for a mentor that's right for your organisation you may want to consider the mentor's:

- understanding of your clients, communities and environment
- cultural match to your organisation
- ability to positively challenge you with new ideas and ways of doing things
- ability to help your organisation get ready for positive change and development so it's the best it can be for the people and communities you work with.

When you have shortlisted a few capability mentors, you may consider:

- asking your networks for recommendations about mentors they've worked with
- inviting shortlisted mentors to present to you, your Board and any other key staff members about how they would work with you
- asking the shortlisted mentors for details of referees you could contact.

Then make your choice based on:

- who communicated their ideas in the best way
- the approach that best matches your organisation
- the mentor's ability to positively challenge you and identify opportunities for your organisations development.

## ENGAGING A CAPABILITY MENTOR

### Budgeting

You will need to develop a budget for using your Capability Investment Resource grant, setting out the costs and plans for spending the funding. Your budget should itemise costs such as the capability mentor's fees, travel and accommodation costs, kai/food and any additional meetings for your Board, staff, volunteers or community.

### Contracting a capability mentor

In contracting a capability mentor you should be clear about the work you are getting them to help you with. Organisational capability self-assessment and/or development planning work supported by the mentor may include:

- working through an organisational capability assessment tool with the chief executive/manager and senior staff
- working with your organisation's Board and/or staff
- talking with clients and community representatives.

You will need to prepare a contract agreement to be signed by your organisation and the capability mentor's organisation. The contract agreement should specify:

- the work you want the mentor to do
- how progress will be reported and who it will be reported to
- the agreed capability mentoring fees and a schedule of payments which includes payment amounts, when and how money will be paid
- a timeline for delivery and completion of the agreed work programme.

If neither you nor your capability mentor has a suitable fee-for-service contract template you might consider the one-off service contract template available on the Law Live website: <https://lawlive.co.nz>.