**Coaching & Mentoring Portal – Information for market engagement**

We are keen to talk to any external suppliers who would be interested to help shape and inform one or more of the anticipated activities below, in relation to a national Coaching and Mentoring Portal for the Fire and Rescue Service. This work is being managed and developed by the National Fire Chiefs Council.

|  |  |  |  |
| --- | --- | --- | --- |
| Activity  | Objectives | What we are looking for through market engagement | Timescales |
| Activity 1* A Secure Online National Portal that can be accessed by fire service staff.
* Explore the potential for the creation of a portal for coaching and mentors within Fire and Rescue Services to register their willingness to provide mentoring sessions to individuals within the sector.
 | * Produce marketing materials to advertise the portal.
* Work with us to identify the best possible solution for a sector portal.
* To provide a portal for users to access qualified coaches within the fire sector, thus providing an opportunity for FRS’s to share knowledge, expertise and best practice and to reduce their external procurement costs
 | * Suggestions on how to advertise the portal.
* Successful Advertising methods.
* Previous successes for similar projects you have worked on to inform our project work.
* Potential timelines for activities before / after launch and testing.
* Potential pitfalls to avoid
 | Ready for launch April 2022 |
| Activity 2* On-line management process to access a Coach or Mentor.
 | * Facilitate and manage an on-line application process.
* Manage the matching of the mentee.
* Advise on governance and quality circle.
* Create a register of individuals willing to act as mentors with clarity on the levels of management that they will provide mentoring at,
 | * What the e2e application process could look like
* How to sift potential / manage high volume of applicants
* Potential timelines for activities before / after launch
 | Launch April 22 |
| Activity 3* Relevant qualifications that the Coaches and Mentors require.
* Support with facilitation
* Ongoing backroom support
* Supply of relevant management information on usage etc
 | * Oversee facilitation (could include logistics, training)
 | * Thoughts on content and process for accessing the portal.
* What has worked well previously for you in this area?
* Potential timelines for activities before / after launch
* Suggestions around a national supervision programme linking to the Coaching and Mentoring of staff.
 | April 2022 |