

'Application Mentoring' Online Mentor

- Role overview

One of Causeway Education's core charitable missions is to provide application support for state school students who face socio-economic barriers to higher education. A key strand of this work involves partnering with other charities and university widening participation (WP) departments to provide students with access to our secure online platform, [OSCAR](#), to plan and draft their personal statement, with the ongoing support of an online mentor.

Role summary

As part of the programme, students are encouraged to use the OSCAR platform to plan and draft their personal statement, and mentors provide ongoing support, as well as feedback on any drafts that are submitted along the way. Whilst this is the primary purpose of the role, you should also expect to provide general support in relation to their university application progress. This may include, but not be limited to, providing examples of your own experiences, advice related to university and course choices, as well as guidance related to preparation for other challenges such as interviews and admissions tests (depending on your areas of knowledge/expertise).

All of the mentoring is conducted online via a secure messaging function within OSCAR and a personal statement feedback interface. There are no video calls, phone calls or face-to-face contact.

We aim to pair mentors with students who are applying for subjects that are similar to the mentor's area of expertise (academic and professional). The number of students we pair you with will depend on the number of applicants we receive overall, the subjects they intend on applying for and your own capacity.

Training and support is provided, including how to use the OSCAR platform, how to build a strong working relationship with mentees, how to provide effective feedback on personal statements and safeguarding considerations. At any stage before or during the programme, you can contact Causeway Education's programme management team if you feel that you require support.

Mentors can make a huge difference to students' experiences of applying to university. The process can be a particularly daunting task for those who face socio-economic barriers and whose schools do not have the capacity and resources to provide the necessary level of

support to compete with privately educated peers. Check out these [testimonials](#) from previous mentees.

Time commitment

This is an altruistic freelance role that could be taken alongside other commitments (we have mentors who are university students, academics, school teachers and professionals). There are no set hours for the role as it is dependent upon the number of mentees assigned and the level of support they require. The time commitment will vary on a week-to-week basis. During peak periods, successful mentors may be expected to commit 5-8 hours per week towards this role. The role is suited to those who are willing to be flexible with their time to accommodate the support needs of their mentees.

Mentors and mentees are encouraged to maintain regular contact and there is the expectation that mentees receive a response from their mentor within 2 days, even if this is just to acknowledge receipt of a message and provide an estimated response time.

Payment

The rate of pay for mentors is:

- £90 for any student you have been assigned and provided formal feedback (**note – there is no cap on the number of sets of feedback provided, but no additional fees can be claimed**).
- £40 for an assigned student who does not submit a personal statement draft for feedback.

If personal statement drafts were submitted, but feedback was not provided, then any associated payment will be at the discretion of programme management.

Mentors are invited to send invoices through at two stages:

- Mid-October - £90 for any students that you have submitted feedback to.
- End of January - £90 for any remaining students that you have submitted feedback to (that were not included on the previous invoice) and/or £40 for any remaining students that are assigned to you but did not submit personal statement drafts and receive feedback.

Application process and timeline

Applicants for the online mentoring role will be invited to a video call and, if successful, an online training session that is due to be delivered in April/May. There is also a follow up task. The total time commitment for these stages is approximately 3 hours. After successful completion, applicants are required to complete the remainder of the recruitment and onboarding process, which includes the provision of references (we will ask for the contact details of two referees) and a DBS certificate (we will complete and pay for this process if you do not already hold one). Successful candidates will be reimbursed for their time during the onboarding process.

Students will be applying for places on our mentoring programmes from May through to August, with the expected start date due to be towards the end of June/early July. The role runs through to the end of January 2026 (after the final UCAS deadline).

If you're interested in the role, or would like more information, drop us a line on mentoring@causeway.education and we'll get back to you.