



Cherie Blair
**FOUNDATION
FOR WOMEN**

Women's economic equality is one of the biggest opportunities of our time. Empowering women is key to driving social change. Working at the Foundation is a chance to be part of that change.

About the Foundation

At the Cherie Blair Foundation for Women we help release the potential of women entrepreneurs, so they can redefine the future. Founded in 2008, the Foundation has supported nearly 175,000 women entrepreneurs in low and middle-income countries to transform their businesses and lives. In partnership with local organisations in over 100 countries, we deliver training, facilitate mentoring and share knowledge to help women start, sustain and grow their businesses. With our support, women reclaim the rights and freedoms they are too often denied. As a result, businesses flourish. Communities prosper. Attitudes shift. Economies grow. And women move the world in a whole new direction.

Our mission is to empower women to start, grow and sustain successful businesses, so they can redefine the future for themselves and their societies.

Ways to get in touch

Cherie Blair Foundation for Women, PO Box 60519, London, W2 7JU
+44 (0)20 7724 3109
recruitment@cherieblairfoundation.org
www.cherieblairfoundation.org

Registered Charity No. 1125751

Mentoring Programme Officer

Responsible to: Programme Manager

Location: London

Salary: £20,442 starting salary

Term: Permanent

Team purpose:

To support and manage the delivery of a high impact mentoring programming for women entrepreneurs in low and middle income countries.

Job purpose:

To support the end to end delivery of the mentoring programme, ensuring individuals join smoothly and are supported throughout. In supporting programme participants, mentee referral partner organisations, donor organisations and assisting the team with reporting the programme's impact, this role will contribute to the delivery and expansion of a sector leading mentoring service.

Key responsibilities

Provision of support to mentors and mentees

- Use the mentoring software to provide high-quality proactive and reactive relationship support to mentees and mentors in a timely and professional fashion
- Coach mentees and mentors on mentoring techniques and promote the online support resources
- Follow relationship support procedures to ensure high quality and consistent service to mentors and mentees
- Closely manage cases, follow guidelines, find positive solutions where suitable
- Attend weekly relationship support meetings and complete tasks assigned by Programme Manager within stipulated timeframes

Support intakes of new mentees and mentors:

- Follow intakes procedures to ensure process is completed within set timeframes
- Using the mentoring software, support with tracking users through the intake process, ensuring that users are in the right place and have appropriate tags, summaries, notes, etc.
- Using the programmes set criteria process and evaluate applications from prospective mentees and mentors within a specific timeframe, correspond with applicants to obtain further information where necessary
- Work closely with Programme Manager to ensure the correct matching criteria area is in place, matches are reviewed and mass matches are made

- Answer queries from prospective mentees, mentors, partners, and donors in a timely and professional fashion
- Provide additional support as outlined by the Programme Manager to enable the successful onboarding of mentors and mentees

Support with donor management and reporting

- Extract information and conduct analysis needed for donor and partner reports as requested by Programme Manager
- Support with the production of donor reports as requested by Programme Manager
- Coordinate feedback extracted from relationship support function and share with Programme Manager at key intervals
- Take minutes at donor meetings and complete any actions allocated

Mentee referral partner management:

- Maintain accurate records of partner engagement
- Triage partner communications and allocate to appropriate team members
- Work closely with programme department colleagues to implement partnership strategy

Other responsibilities

- Support in collection and collation of evidence and data for MEL where necessary
- Work closely with Head of Mentoring to ensure safeguarding policies and procedures are being implemented and adhered to
- Support with the implementation of alternative intake and fundraising approaches, such as the development of a scholarship fund
- Support Head of Mentoring in specific projects as requested
- Provide general administration to senior colleagues when required

Person specification

Essential criteria:

- Undergraduate Degree, equivalent professional qualification, or relevant experience
- Experience in delivering high quality, professional customer service to multiple senior stakeholders
- Experience of delivering complex administrative processes within tight deadlines
- Experience in the use of software to support delivery of projects
- Excellent attention to detail
- Excellent written and verbal communication skills
- Experience in extracting and analysing programmatic information
- Experience in using excel to manipulate and present data
- A proactive approach to all areas of work with a 'can do' attitude and a flexible approach to work demands

- Exposure to or experience in supporting senior colleagues in the management of programme donors
- Ability to work independently and proactively, you will have the confidence to deal with a wide variety of people, prioritise competing deadlines and comprehend complex situations quickly

Desirable criteria:

- An interest or background in entrepreneurship, mentoring and / or women's economic empowerment
- Experience in creating excellent communications materials such as case studies and blogs

Application

Candidates who wish to apply are requested to submit the following documents:

- Covering letter addressing relevant experience for the role (one A4 page max)
- Current CV – no more than two pages

Please send your application to: recruitment@cherieblairfoundation.org

Apply by 26th September 8pm BST. Interviews will be held via Zoom on the 29th and 30th of September 2021.

We value diversity and welcome applications from people from all sections of the community, regardless of age, race, gender, colour, sexual orientation, disability, religion or belief. All applicants should already have the right to work in the UK.

