



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 150,000 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: £21,096 - £25,315

Term: Permanent

Hours: Full time

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. You will give more focused support in the development of programme communications, learning content and supporting our network of Women Entrepreneurs.

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
- Log communication and maintain accurate records of mentor and mentee relationships on the software
- 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
- Provide cover for other team members when they are out on leave

Support with intakes:

- Process and evaluate applications from prospective mentees and mentors within a specific timeframe, correspond with applicants to obtain further information where necessary
- Provide ad hoc support to enable the successful onboarding of mentors and mentees

Communications

- Coordinate outreach to mentoring programme participants who may be willing to share their stories and experiences of participating in the Foundation's mentoring programmes for communications purposes.
- Lead on the collection of content and information required for the production of case studies and other communications materials for funder reports, Foundation marketing and comms and any other reason.
- Contribute to and on occasion produce communications materials such as blogs and case studies etc.
- Ensure the Foundation's Communications Calendar is kept up to date with key dates for mentoring, ensuring that this fully represents the work of the mentoring team.
- Be the key contact point within the mentoring team for any ad hoc communications type requests from others in the Foundation
- Ensure informed consent is in place for all relevant content from mentoring programme participant who consent to their stories being used as case studies.
- Work closely with external affairs to ensure communications content is correctly stored and filed and the case study tracker is kept up to date.

Support delivery of course learning content:

- Support with monthly webinar administration and produce post-webinar summary documents
- Collect existing learning content around agreed topics and consolidate into regular LinkedIn content
- Put technical learning content online, ensuring it is clearly labelled and accessible
- Actively oversee and update the programmes LinkedIn Group.
- Gather feedback from LinkedIn group and make recommended changes

Other responsibilities

- Support with the delivery and enhancement of the Foundation's networking services which includes provision of an alumni function
- 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 in creating excellent communications materials such as case studies and blogs
- Experience in coordinating delivery of learning activities and or networking services

- 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
- A proactive approach to all areas of work with a 'can do' attitude and a flexible approach to work demands
- 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 of working closely with internal communications teams
- Exposure to or experience in supporting senior colleagues in the management of programme donors

Application

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

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

Please send your application to: recruitment@cherieblairfoundation.org

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.

Job applicant privacy notice

Data controller:

The Cherie Blair Foundation for Women, PO Box 60519, London W2 7JU

As part of any recruitment process, the Cherie Blair Foundation for Women (the Foundation) collects and processes personal data relating to job applicants. The Foundation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Foundation collect?

The Foundation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;

- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Foundation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Foundation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Foundation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Foundation process personal data?

The Foundation needs to process data to assess your application during the recruitment process and prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is a legal requirement to check a successful applicant's eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond to and defend against legal claims.

Where the Foundation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Foundation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Foundation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Foundation is obliged to seek information about criminal convictions and offences. Where the Foundation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Foundation will not use your data for any purpose other than for recruitment of the job for which you have applied.

How does the Foundation protect data?

The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, if a requirement of the role, with the Disclosure and Barring Service to obtain necessary criminal records checks. The Foundation will not transfer your data outside the European Economic Area.

For how long does the Foundation keep data?

If your application for employment is unsuccessful, the Foundation will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period electronic data is deleted and paper copies destroyed by secure shredding.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Foundation to change incorrect or incomplete data;
- require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing or you withdraw your application for employment;
- object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing; and

- ask the Foundation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Foundation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact enquiries@cherieblairfoundation.org stating 'SUBJECT ACCESS REQUEST' or telephone the PA to the CEO on 0207 724 3109.

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

[What if you do not provide personal data?](#)

You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

[Automated decision-making](#)

Recruitment processes are not based on automated decision-making.

