Job Title: Head of Mentoring	**Responsible to:** Director of Programmes	**Responsible for:** Programme Manager – Relationship Support, Senior Programme Officer - Intake
Location: London	**Salary:** circa 45k	**Term:** Permanent

Team Purpose:
To lead the development and delivery of high impact mentoring programming for women entrepreneurs in low and middle income countries.

Job Purpose:
To oversee the development and delivery of the Foundation's Mentoring Women in Business Programme and ensure that mentors, mentees and partners receive high quality services throughout every stage of the programme.

The role will also support activity to build the profile of the Foundation's programme work with donors, partners and other stakeholders.

You will work proactively with colleagues in the programme department and beyond to promote the sharing and integration of programmatic activities as well as effective use of staff capacity, promotion of shared accountability, effective management, and production of high-quality work.

KEY RESPONSIBILITIES:

Planning and leadership

- Responsible for the strategic leadership, operational delivery and budget management of the Mentoring Programme.
- Oversee development of the annual plan for the Mentoring Programme and monitor delivery and report against agreed plans; review progress against strategy annually
- Lead the development and delivery of plans to innovate and evolve the Foundation's mentoring offer – including developing other complementary services and or integration with other programme offerings
- Contribute to the development of the Foundation's programme strategy and wider departmental plan, working closely with the Director of Programmes and other heads of programmes

Operational delivery and risk management

- Ensure delivery of the Mentoring Programme is on track against plans, procedures and budgets working with the Director of Programmes to make adjustments as required
- Oversee plans for mentoring system (platform and manage site) development, setting plans for development of new products, testing products, ensuring systems meeting best practice standards (on GDPR, privacy etc.) and working with the programme manager who is overseeing day-to-day technical product development.
- Manage budgets for mentoring and ensure programme operates within approved budgets
- Ensure the Mentoring Programme has the systems and processes in place to be delivered effectively and to the highest standards of safeguarding, contract management and stewardship of funds, and in adherence of all relevant legislation
- Ensure the Mentoring Programme provides high quality relationship management to partners and donors, and submits timely, quality reporting on performance, outcomes, and success stories to donors
- Identify risks likely to impact on the Mentoring Programme in coordination with the Director of Programmes and ensure appropriate mitigations are in place

Programme development and design

- Drive the development of the Mentoring Programme model, related products and services including updating systems and work flows to respond to developments in cross organisational strategy, priorities

and donor opportunities
- Oversee the development of learning and networking/community building strategies to enhance the programme including the creation of complementary tools and events to support quality impact of the mentoring service

Mentoring
- Serve as the key mentoring resource for the programme and organisation
- Provide technical expertise on mentoring to the wider organisation and ensure high quality inputs to the development of new programmes with mentoring components
- Conduct trainings (internal and external) on mentoring topics, programme methodology, etc.
- Oversee ongoing development, innovation and research within the Mentoring Programme

Monitoring, evaluation and learning
- Work closely with the MEL Manager to ensure the Mentoring Programme has appropriate systems, processes and tools in place to monitor, measure and demonstrate impact
- Contribute learning from the Mentoring Programme to the development of MEL systems at the overall Foundation level
- Put in place activities to share learning from the Mentoring Programme with the wider Foundation

Advocacy and representation
- Provide organisational wide technical expertise and external leadership around best practice for mentoring, online learning and leadership development and how it can be used to empower women economically
- Support the development of mentoring partnerships through external representation and networking
- Speak at events, conference, panels and other networking events to share learning from the Foundation's Mentoring Programme and influence others
- As needed, write messaging and briefing or talking points on the Mentoring Programme

Fundraising
- Actively support the generation of funds to support the Mentoring Programme including liaising with donors as agreed with the partnerships and funding team and support on the preparation of proposals, programme design, budgets and reports for funders.
- Directly engage in agreed prospecting and manage key donor relationships to support income maintenance and growth
- Oversee stewardship and management of funded partner relationships
- Represent the Foundation with donors and partners as required

Team management and staff development
- Provide overall management to the mentoring team, including the direct line management of two staff members (Programme Manager – Relationship Support, Programme Manager - Intake)
- Build a positive, entrepreneurial and collaborative culture for the mentoring team and contribute to shaping this culture within the wider programme department
- Recruit, train and provide inductions for new staff
- Ensure the appropriate management of staff in mentoring, setting work plans, carrying out performance reviews and regular one to ones, and ensuring sufficient support in their professional development
- Role model the Foundation's values in your management style and interaction with staff
- Ensure the team has the skills and abilities to speak about mentoring techniques and share key tools/techniques with mentees and mentors

Management Team accountabilities
- Play an active part in the Management Team and contribute to collective responsibility in key areas including the Foundation's culture, impact and compliance

- Take joint responsibility for the profile and identity of the charity, representing our work externally, developing relationships with key stakeholders across the sector, funders and partners
- Participate in the creation and implementation of consistent management approach and culture across the organisation in line with our values
- Discuss and develop approaches to tackle key strategic issues and opportunities at Management Team level
- Identify and report on issues of compliance and risk, supporting SLT to mitigate
- Provide regular updates, share learning and report on activities across the organisation
- Provide supportive and consistent line management to teams, fostering learning and development of the Foundation's staff

This job description is not an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

Essential Criteria:

- Significant experience of working on the delivery of high-impact, large-volume mentoring schemes.
- Proven experience in mentoring and expertise on mentoring approaches, preferably within an international development or business context.
- Extensive experience reporting to donors and a high level of attention to detail.
- Good knowledge and understanding of issues related to women's economic empowerment and more broadly on the issues around gender and development.
- Experience managing teams and developing staff members.
- Experience with development of software, platforms, or online databases.
- Demonstrable experience setting strategies and plans at a project or programme level, with evidence of successful implementation of those strategies and plans.
- Budget holding responsibility (over £250k) and demonstrable knowledge of budget development, management and reporting.
- Experience of working with monitoring and evaluation systems and processes.
- Able to manage multiple diverse projects and prioritise workload.
- Proven experience in building effective relationships with a wide range of stakeholders, partnership building and networking at senior management level or above
- Experience working with technology to deliver a personalised programme and affinity for online systems, databases, etc.
- Aptitude for beneficiary support.
- Excellent relationship building skills, both internally and externally at all levels.
- Excellent team-working and cross-team working skills.
- Excellent written and verbal communication skills.
- Flexibility to undertake overseas travel as required

Desirable Skills:

- Experience working as part of a management or senior leadership team
- Proven success securing funding for programme work and working with donors
- Strong writing skills and the ability to develop comprehensive concepts, bids and proposals for fundraising
- An in-depth up to date knowledge of how technology can support global service delivery
- Experience running a customer service operation, including the development of the related processes and procedures
- Experience of developing networks to support engagement and retention

Application

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

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

Please send your application to: recruitment@cherieblairfoundation.org

Cherie Blair FOUNDATION FOR WOMEN

The Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. All applicants should have the right to work in 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/ 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.

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.

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.

For how long does the Foundation keep data?
If your application for employment is unsuccessful, the Foundation will hold your data on file for 6 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 Executive Office Manager 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.