

## **Mentoring Women in Business Programme Volunteer Role and Description**

*Empowering women is the key to driving social change in developing and emerging economies. Working at the Cherie Blair Foundation for Women is an opportunity to be part of that change.*

We are a fast-growing, entrepreneurial organisation with ambitious goals – to empower women entrepreneurs to make a difference in their own communities. Our team is dynamic and hard-working. We are passionate about creating a more equal world for generations to come.

We provide women in developing and emerging economies with the skills, technology, networks and access to financial services that they need to build and expand their micro, small and growing businesses, and in doing so benefit not only themselves but also their families and communities. Innovative and determined, over the past six years the Foundation has utilised technology to deliver cutting-edge projects that have had real impact on the lives of over 141,000 women entrepreneurs in more than 105 countries around the world.

We welcome applicants who want to volunteer with our Mentoring Women in Business Programme, which combines mentoring with technology to offer cross-border support to women entrepreneurs. We match these women with mentors from around the world and provide dedicated support as they work together online for 12 months to achieve goals that are tailored to the mentee's needs and the mentor's expertise. These pairs become part of a global community of committed, ambitious entrepreneurs and professionals who share knowledge through our online platform and become invested in each other's success.

We will provide on the job training in a fast-paced environment with a supportive and energetic team. We also cover daily lunch and travel expenses.

**We are looking for someone who can volunteer for three days per week for three months, starting in mid/end January 2018.**

We value diversity and welcome volunteers from people from all sections of the community, regardless of age, race, gender, colour, sexual orientation, disability, religion or belief.

### **Key responsibilities:**

- Supporting the organisation of events and trips
- Supporting the development and implementation of an online webinar series
- Preparing written materials for a variety of audiences, such as briefings, biographies, case studies, etc.
- Calling beneficiaries to provide updates and reminders
- Conducting desk-based research
- Assisting with general office support

### **We are ideally looking for someone with the following skills and experience:**

- Strong written and oral English communications skills
- Excellent attention to detail
- Strong IT skills
- Ability to work effectively both independently and as part of a team
- Good organisational skills with the ability to meet tight deadlines

Please note that we can only consider applications from candidates who have a right to volunteer in the UK.

We will have an interview process to select the candidate for the volunteer position in the Mentoring Women in Business Programme.

**How to apply**

To apply, please send a CV and covering letter detailing your suitability for the role to [earethwala@cherieblairfoundation.org](mailto:earethwala@cherieblairfoundation.org) no later than 17:00 GMT on 11th January 2019.

We recruit volunteers on a rolling basis so do check our website for future openings.

Due to the high volume of applications we receive, we are unable to provide feedback on individual applications.