



Mentor Coordinator
Job Application pack

Thank you

"We are excited to be in our growth stage at BelEve, with lots of great initiatives and partners to support us in the great work we deliver.

Having an amazing team, who live our values personally and professionally has been the key ingredient in building our team. I am confident that as we grow we will continue to find phenomenal individuals who are committed to empowering the next generation of female leaders.

The Mentoring Coordinator is an exciting role at BelEve and demonstrates our uncompromising commitment to creating opportunities to transform girls and young women, with tools and programmes that build self-belief, self-love, and self-confidence and addresses emotional, mental, and physical well-being"

We are an equal opportunities employer and are particularly keen to receive applications from a wide range of candidates.

Please read on to find out more about the Mentoring Coordinator role and do [get in touch](#) if you'd like to chat things over before applying.

Thank you for your interest in joining our team.

Marsha Powell
CEO

Key Details

We are seeking a Mentoring coordinator for our BelEve In Her Success mentoring programme. The coordinator will oversee our mentoring programme by recruiting and training volunteer mentors and matching them to young people.

Job Title	Mentoring Coordinator
Reporting to:	Programme Director
Staff Responsibility:	Volunteer Mentors & Mentees
Hours	Full Time - 35 hours
Salary	£27,000- £30,000 per annum
Contract	FTC until 30 August 2025 with possible extension
Location	Brockley, London based with possible travel
Closing date	12 noon on 24 January 2025
How to apply	Via our job page

Applicants may be required to complete a task in advance of an interview and references will be taken up prior to appointment.

Please note that you must have a visa that allows you to work in the UK for the duration of this contract.

An Introduction to BelEve



About BelEve

BelEve is a UK-based charity founded 10 years ago by 3 sisters after the loss of their mother. BelEve equips girls and young women aged 8-22 with the skills, support, and confidence to find their voice and make informed choices about their future in an inclusive community. With love at the center of everything we do, we are committed to the development, wellness, and social mobility of girls and young women, BelEve advocates and creates a sisterhood culture, contributing to female empowerment and gender equality in the UK.

BelEve creates opportunities to transform girls and young women, with tools and programmes that build self-belief, self-love, and self-confidence and addresses emotional, mental, and physical well-being. We work collaboratively with the community, and we strive to create a legacy for the next generation, to achieve our mission that all girls and young women are empowered to become leaders of their own world.

Our Founders

BelEve was founded by entrepreneur sisters Marsha, Chyloe and Rochelle Powell in 2013. After the sudden death of their mother, they became fully aware of the value of having a positive female role model in their life who instilled the importance of courage and the power of exercising your voice.

The sisters made a choice to use their grief to create a positive organisation which empowers girls to realise their dreams, redefining what it means to be a female leader, with the support of a network of positive role models.

The sisters believe that it is the unity of their sisterhood that has given them the continuous drive to succeed and wanted to create this for all girls.



Marsha Powell
Chief Executive Officer



Chyloe Powell
Chief Finance Director



Rochelle Powell
Programmes Director

What we do

BelEve UK supports young girls and women aged 8-22 to develop skills and gain experiences that improve their life chances and career prospects. Our main aim is to engender change and bring solutions to issues affecting young women.

We offer a range of programmes to girls and young women

BEAM

Age 8-11

This interactive programme educates, inspires, and empowers girls with new experiences. BelEve UK's aim is to promote well-being, develop leadership and change-making competencies, aid transitions and support girls in reaching their full potential and revealing their influential voice.

Lead Her Ship

Age 12-15

Girls discover their own power to become a leader in their life, explore and connect with their dreams, and find their passion and purpose while becoming confident to lead their own ship and inspire others.

The programme provides new opportunities and experiences to lead a holistic healthy life and supports other girls to gain the same experiences.

BelEve in Her Success

Age 16-22

We partner with corporates to deliver a life-changing impact through our flagship mentoring programmes. The young women gain opportunities to increase their confidence, amplify and reach their full potential. Mentoring has proven to have significant, and at times, life-changing. With the right support to successfully transition from education to higher education, or from education to a career.

It Is That Deep (IITD)

Age 11-22

The It Is That Deep campaign has created a safe space for girls and young women to access practical resources and training against sexual harassment. The campaign exercises young women's voice, and developed over 200 sexual harassment ambassadors, who are changing the narrative for many young women in London.

Our Values

Our values are behind everything we do. They inform our daily work and drive our future plans.

Love

Love is at the centre of everything we do, enabling us to be non-judgemental, open-minded and passionate

Sisterhood

Creating and developing spaces to support & build a community through sisterhood

Opportunity

Providing equal opportunities to allow young girls to discover their full potential

Transformation

Encouraging a transformational journey that allows girls to push past their limits and embrace new experiences

Collaboration

Sharing ideas and co-creating in a collaborative manner with those on a similar mission to reach a shared goal

Legacy

All young girls and women need to be empowered to become leaders of their own world



Our Future

In 2024, we sharpened our focus on creating meaningful connections and delivering impactful programmes. By expanding our team and resources, we were able to enhance our presence, deepen our support, and build stronger relationships with the girls, young women, and families we serve. These efforts have positioned BelEve as a cornerstone of empowerment and inspiration in our community.

As we enter the third year of our 5-year strategy, we are committed to reaching even more girls and young women, scaling our evidence-based programmes, and fostering sustainable growth. Our vision for the future is clear: to ensure every girl and young woman has the opportunity to realise her potential, supported by a community that believes in her capabilities.

The transformational stories of our girls and young women will continue to inform our monitoring and evaluation strategy to ensure that our programmes continue to meet the needs of our girls and young women.



Role Overview

Outcomes and person specification

The Mentoring Coordinator plays a key role in facilitating and coordinating our BelEve In Her Success mentor programme, driven by a deep passion for mentoring and empowering others.

They are responsible for recruiting, training, matching, and supporting mentors and mentees while fostering meaningful connections that inspire growth and achievement.

The Mentoring Coordinator also evaluates the effectiveness of mentoring relationships, ensuring continuous improvement and alignment with the programme's goals. Serving as the primary point of contact for participants, they provide guidance, resources, and ongoing support to empower both mentors and mentees, ensuring the overall success and sustainability of the mentoring programme.

While working collaboratively as part of a small and dynamic team, the Mentoring Coordinator will also be a confident independent decision-maker, capable of managing the day-to-day operations of our mentoring programmes effectively.

This is a fast-paced role, ideal for someone who is highly proactive, thrives under pressure, and is deeply motivated by our vision for achieving social mobility.

The role is based in South London and requires attendance at training events and meetings during evenings.

Main responsibilities:

Programme Development and Implementation

- Develop and implement mentoring programme and initiatives in alignment with the BelEve's goals and objectives.
- Implement programme guidelines, policies, and procedures to ensure consistency and effectiveness in mentoring relationships.
- Collaborate with internal stakeholders to identify programme needs, goals, and target populations.

Mentor and Mentee Recruitment and Training

- Recruit and screen potential mentors and mentees, ensuring they meet programme criteria and expectations.
- Conduct training sessions for mentors and mentees, providing guidance on programme goals, roles, and responsibilities.
- Match mentors and mentees based on compatibility, interests, and goals, and facilitate introductions and initial meetings.

Relationship Management and Support

- Provide ongoing support and guidance to mentors and mentees throughout the duration of the mentoring relationship.
- Build and maintain rapport with young people, ensuring they are supported and succeed during the mentoring programme. This includes attending programme social events and networking opportunities
- Facilitate regular check-ins and evaluations to assess progress, address challenges, and provide feedback and support.
- Mediate conflicts or issues that may arise between mentors and mentees, providing guidance and resolution as needed.

Programme Evaluation and Reporting:

- Continuously monitor and evaluate the effectiveness of mentoring relationships and programme activities, collecting feedback and data to assess impact and outcomes.
- Prepare regular reports on programme metrics, accomplishments, and challenges for internal and external stakeholders.
- Use evaluation findings to inform programme improvements and enhancements.
- Effectively deliver against the agreed Programme KPI's

Collaboration and Outreach:

- Collaborate with internal and external partners, including schools, community organisations to promote mentoring opportunities and expand programme reach.
- Represent BelEve at events, meetings, and conferences to raise awareness of the mentoring programme and recruit participants.
- Develop and maintain relationships with mentors, mentees, and partner organisations to support programme sustainability and growth.

Safeguarding

- Act as the Deputy Safeguarding Lead (DSL)
- Collaborate with the Safeguarding Lead to review, update, and develop safeguarding policies, procedures, and guidelines in accordance with legal requirements and best practices.
- Support the dissemination and implementation of safeguarding policies and procedures throughout the mentoring programme.
- Provide support and guidance to staff, volunteers, and stakeholders on safeguarding-related matters, including responding to queries, concerns, and disclosures in a timely and appropriate manner.

Community Engagement

- Build and maintain relationships with our community organisations, schools, government agencies, and other stakeholders to enhance collaboration and resource-sharing for youth development efforts.

Core skills required:

Communication Skills

- Ability to clearly articulate expectations and guidelines to a range of people, including Mentors, Mentees, parents/carers and corporate professionals.
- Proficient in active listening to address concerns and feedback.
- Skilled in written communication for reports, guidelines, and program materials.

Organizational Skills

- Strong planning and time-management abilities to coordinate schedules, events, and training sessions.
- Detail-oriented to track mentor-mentee pairings, progress, and outcomes.

Relationship-Building

- Ability to foster trust and rapport with mentors, mentees, and stakeholders.
- Networking skills to build connections with potential mentors and community partners.

Training and Facilitation

- Capable of designing and delivering engaging training sessions for mentors and mentees.
- Skilled in leading workshops, group discussions, and team-building activities.

Assessment and Evaluation

- Analytical skills to assess programme effectiveness and participant progress.
- Ability to gather and interpret feedback to make informed improvements.

Emotional Intelligence

- Empathy to understand and support the needs of mentors and mentees.
- Self-awareness and emotional regulation to handle sensitive situations professionally.

Adaptability

- Ability to adjust approaches based on individual needs and programme goals.
- Resilience in managing unexpected changes or challenges.

Knowledge Area:

Mentoring Best Practices

- Familiarity with successful mentoring models and strategies.
- Understanding the stages of mentor-mentee relationships.

Programme Management

- Experience in project management
- Proficient using technology and software programmes, particularly Microsoft office, google docs, and Salesforce.

Policies

- Knowledge of safeguarding children and young people.
- A Knowledge and understanding of health and safety requirements and an ability to translate this into day-to-day practice
- Experience working with young people to bring about positive outcomes.
- Experience of project management

Equal Opportunities Statement

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

Criminal Record Check

BelEve is committed to safeguarding children, young people, and vulnerable adults. As the role involves regular contact with children and vulnerable young people and their data, the successful candidate will have to undertake an enhanced DBS check and all those invited to interview will be required to complete a self disclosure.

Additionally, if you feel you would require reasonable adjustments in order to carry out the role or attend an interview at BelEve due to a disability, caring responsibilities or any other reason, please give details on the section provided on our application form or get in touch with us to discuss further.