



Mentoring 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 plays a key role in facilitating and coordinating our mentor programme. They are responsible for recruiting, training, matching, and supporting mentors and mentees, as well as evaluating the effectiveness of mentoring relationships.

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

The Mentoring Coordinator serves as a primary point of contact for participants, providing guidance, resources, and ongoing support to ensure the success of the mentoring programme.

Job Title	Mentoring Coordinator
Reporting to:	Programme Director
Staff Responsibility:	Volunteer Mentors & Mentees
Hours	Full Time 35 hours per week
Salary	£30,000 per annum
Contract	1 year Fixed Term contract (extension subject to funding)
Location	London based with travel
Closing date	12 noon on 12 July 2024
How to apply	Via our vacancy 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.

To date we have impacted over 22,000 young girls and our mission is to impact over 30,000 young girls by 2027.

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
Programme 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

2024 is an exciting year for us as we continue to progress our new strategy and we remain committed to our values and priorities and intend to focus over the coming five-year period on enriching, deepening and expanding our current programme areas and developing our organisational effectiveness and sustainability to ensure our long-term success.

Infrastructure and capacity building will remain a key priority with safer recruitment and safeguarding enabling growth in delivering safe interactive spaces for all girls and young women. We are committed to continuous improvement in order to ensure our work continues to make a lasting impact on girl and young women's futures.

BelEve delivers its work through five programmes. These will continue to be the flagship thematic areas for the charity throughout the coming five years.

With the pandemic just behind us and the current cost-of-living crisis, we acknowledge the setbacks to progress in women's rights. BelEve will ensure that it meets the needs of girls and young women whilst addressing their individual intersectionality.

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.

We have developed a 5-year strategy that is ambitious – and also realistic, with 4 key goals underpinning our plan:

1. A sustainable charity with a defined sector position
2. Deliver greater impact for girls and young women
3. Influence and transform girls and young women's lives
4. Stronger and deeper partnerships and collaborations



Role Overview

Outcomes and person specification

The mentoring coordinator's mission is to lead a high-quality mentoring programme which recruits over 100 volunteer mentors per year and supports the young people within our community.

The post holder will be skilled at building relationships with a diverse group of stakeholders, a strong communicator with good administration skills to maintain accurate records and monitor the outcomes of the mentoring relationships, with the ability to time manage to deal with any concerns in a timely and constructive manner.

They will enjoy working as part of a small and dynamic team but will need to be a confident independent decision-makers and able to run our mentoring programmes on a day to day basis.

The role is high-paced and would suit someone who is highly proactive and truly motivated by our vision for social mobility.

This role will be based in London and will require attendance at training events and meetings in the evening.

Summary of Responsibilities

Your responsibilities will include:

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.
- 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:

- 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 Deputy Safeguarding Lead (DDSL)
- 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.

Skills & Knowledge required:

- Basic Project management skills
- You will have a Youth work qualification or previous experience in similar field or working towards. Ideal previous experience working with youth, particularly in areas related to personal development, leadership, or education.
- Strong facilitation and communication skills, with the ability to engage and connect with young girls effectively.
- Ability to communicate effectively with a range of people, including young people, parents/carers and corporate professionals.
- Ability to maintain appropriate professional relationships and boundaries with young people.
- Proficient using technology and software programs, particularly Microsoft office, google docs, and Salesforce.
- Knowledge of safeguarding children and young people.
- Experience working with young people to bring about positive outcomes.

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 Records 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.

Working Conditions

- This position will require evening and weekend work during programme delivery.
- Travel to different programme sites within the community will be necessary.

Note: This job description is designed to attract candidates who are not only qualified but also deeply passionate about the mission of the charity. It emphasises the importance of both professional skills and personal alignment with the organisation's values and goals.