



*Mentor Programme Administrator*  
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 Mentor Programme Administrator 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 Mentor Programme Administrator for our BelEve In Her Success mentoring programme. The Administrator will support the day-to-day operations of the programme.

Job Title	Mentoring Programme Administrator
Reporting to:	Programme Director
Staff Responsibility:	Volunteer Mentors & Mentees
Hours	Full Time - 35 hours
Salary	£22,000- £25,000 per annum
Contract	FTC until 30 August 2025 with possible extension
Location	Brockley, London based with possible travel
Closing date	12 noon on 24 Jan 2025
How to apply	<a href="#">Via our job page</a>

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 Mentor Programme Administrator's mission is to play a vital role in supporting the day-to-day operations of our BelEve In Her Success mentoring programme, ensuring its seamless execution and impactful delivery.

This position involves managing a variety of administrative tasks to maintain the programme's efficiency and effectiveness, as well as serving as a central point of communication for mentors, mentees, and other stakeholders.

The Administrator will be responsible for maintaining accurate records of programme participants, coordinating schedules for events and training sessions, and ensuring that all logistical and operational needs are met.

They will provide timely and professional responses to inquiries, distribute resources and materials, and support the evaluation of programme outcomes through effective data collection and reporting.

The ideal candidate will bring exceptional organizational skills, attention to detail, and the ability to prioritise tasks in a fast-paced environment. They will possess excellent time-management and communication skills, fostering clear and consistent communication with all programme participants.

Most importantly, they will be driven by a passion for empowering young women through mentorship, demonstrating a commitment to creating opportunities that inspire and support personal and professional growth.

By ensuring the smooth operation of the mentoring programme, the Mentor Programme Administrator will contribute to BelEve's mission of fostering social mobility and enabling young women to achieve their full potential.

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

# Summary of Responsibilities

Key responsibilities:

## **Administrative Support**

- Maintain accurate records of mentor and mentee data, including applications, progress updates, and outcomes.
- Assist in scheduling meetings, training sessions, and events for programme participants.
- Prepare and distribute programme materials, such as handbooks, guidelines, and resources.
- Respond to day-to-day queries from mentors, mentees, and stakeholders in a professional and timely manner.

## **Programme Coordination**

- Support recruitment processes, including application tracking and scheduling interviews.
- Ensure mentor-mentee pairings are accurately recorded and updated in the database.
- Assist in collecting and processing participant feedback to evaluate programme effectiveness.
- Coordinate logistics for workshops, events, and training sessions, including venue booking and communication with attendees.

## **Monitoring and Reporting**

- Track participant engagement and attendance, ensuring compliance with programme requirements.
- Generate and maintain reports on key metrics, such as programme participation and outcomes.
- Assist the Mentoring Coordinator in analyzing data to identify areas for improvement.

## **Communication**

- Act as the first point of contact for programme-related inquiries.
- Support the creation of newsletters, emails, and updates to keep participants informed.
- Liaise with external stakeholders, including sponsors, schools, and community partners.

## Essential Skills and Qualifications

- Organisational Skills: Proven ability to manage multiple tasks and meet deadlines effectively.
- Communication Skills: Strong written and verbal communication abilities to engage with diverse audiences.
- IT Proficiency: Competence in Microsoft Office, Google docs, and database management tools.
- Attention to Detail: Ability to maintain accurate records and deliver high-quality administrative work.
- Passion for Empowerment: A genuine commitment to supporting young women's personal and professional growth.
- Teamwork: Ability to work collaboratively with team members and stakeholders.

## Desirable Skills and Experience

- Experience in programme administration or a similar role.
- Familiarity with mentoring or youth development programmes.
- Understanding of safeguarding and confidentiality practices.
- Event coordination experience, including planning and logistics.
- Data analysis and reporting skills to support programme evaluation.

## 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.