Mentor Programme Coordinator

Mentoring & Corporate Partnerships Team

2026



ABOUT BELEVE

BelEve empowers girls and young women aged 8–22 to become leaders of their world. Through mentoring, leadership development and social action programmes, we create inclusive spaces where girls build confidence, find their voice and shape their futures.

Founded and led by women with lived experience, BelEve has supported over 30,000 girls and is now entering a bold new phase of growth — BelEve 2.0 — scaling impact, diversifying income and strengthening governance to reach 5,500 girls annually and achieve a £1m turnover.

Our externally facing mentoring programme for young women aged 16+ sits at the heart of this ambition. Near-peer mentoring is central to how we support young women aged 16–22, and in 2026–27 we are running three cohorts, pairing up to 90 young women with mentors from leading corporate partners.





THE OPPORTUNITY

As Mentor Programme Coordinator, you'll build and run the coordination, data and admin backbone that our mentoring programme and corporate partnerships depend on: scheduling, mentor communications, session and attendance tracking, CRM data, DBS compliance tracking and Teams Planner discipline.

You'll work hand in hand with the Mentor Programme Manager. You'll be first to spot a lapsing mentor, a young woman starting to disengage or a DBS renewal coming due, and you'll raise it quickly and clearly.

Every disengagement signal, every DBS renewal date, every session left unlogged is a small thing until it isn't.
If you love getting the detail right because you know who it's for, this role is for you.

ROLE DETAILS

Job Title	Mentor Programme Coordinator
Team	Mentoring & Corporate Partnerships
Reports To	Mentor Programme Manager
Direct Reports	None
Location	London (Hybrid). **You must be able to attend the office a minimum of 4 days per week (4 out of 5 working days).** You'll also attend in-person mentoring events, insight days and workplace visits.
Contract	Fixed Term, Full-time (35 hours per week)
Salary	£24,000–£30,000 per annum (dependent on experience)
Start Date	Jan 2027
DBS	Enhanced DBS (children and vulnerable adults) required

Your responsibilities fall into five areas:

Mentoring Delivery Support

- Log every mentoring session within 48 hours and track attendance across all active cohorts
- Complete mentor onboarding admin within agreed timescales, and log mentor activity
- Flag engagement concerns and disengagement signals to the Manager within 48 hours
- Coordinate and help deliver mentor mixers and events
- Keep participant progression records up to date within 5 working days of any milestone

Corporate Partnerships Support

- Support partnership delivery: meeting logistics, insight-day coordination and follow-ups
- Help deliver insight days and workplace visits with our corporate partners
- Compile data for partner reports at least 3 working days before they're due
- Log every employer opportunity within 5 working days and own the opportunity tracker

Data, Systems & Reporting

- Run Mentorloop day to day and keep Upshot/CRM records complete within 48 hours
- Own day-to-day data accuracy across our mentoring and CRM systems
- Flag dropout-risk indicators early, and keep every action logged, owned and dated in Teams Planner
- Compile and quality-check the data behind our monthly reporting

Safeguarding & Compliance

- Track DBS compliance for every mentor and flag any lapse immediately
- Log and maintain all mentor compliance documentation
- Escalate any safeguarding concern straight away, every time

Team & Operational Rhythm

- Keep to our weekly rhythm with the Manager
- Lead data preparation for the weekly systems & Performance Review and attend the weekly Ops Review
- Follow agreed processes consistently, with no unapproved shortcuts

Essential

- Experience in an administrative, coordination or data-management role
- Confident keeping accurate records in a CRM or case-management system (e.g. Huspot, Upshot or similar)
- Strong organisational skills, able to manage multiple schedules, deadlines and trackers at once
- Clear, professional written communication for mentor- and partner-facing correspondence
- Understanding of safeguarding principles and a commitment to escalate without exception
- Comfortable working to a structured weekly accountability rhythm
- Able to attend our South East London office a minimum of 3 days per week
- A deep commitment to BelEve's mission and our Readiness model

Desirable

- Experience in the charity, youth or social impact sector
- Familiarity with mentoring or youth programme delivery
- Experience supporting corporate or funder-facing relationships

What Success Looks Like

Within your first 12 months:

- Every session is logged within 48 hours, and attendance across every cohort is visible and current
- No DBS lapse ever comes as a surprise, because every renewal is flagged ahead of expiry
- Our CRM data is trusted, so monthly reviews are a check, not a clean-up
- Disengagement and dropout signals are flagged early, never absorbed
- You and the Manager have a clear, positive rhythm, with Planner, data and escalations flowing every week

Why Join BelEve?

- Be part of a mission-driven team with a real commitment to racial equity and gender justice
- Join at a defining moment in BelEve's growth and see your work directly support young women.
- Work with inspiring young women and mentors from law, the civil service, hospitality and more.
- Hybrid working (minimum 4 days per week in the office) in a supportive, values-led culture
- A salary of £24,000–£30,000 and a clear contribution to BelEve 2.0's strategic goals
- Work alongside our Corporate Partners and travel across London

BelEve is committed to equality, diversity and inclusion. We particularly welcome applications from Black and racially minoritised women and from people with lived experience of the communities we serve. We are an equal opportunities employer.

This role is subject to an Enhanced DBS check. All applicants must have the right to work in the UK.
The successful candidate must be able to attend our South East London office a minimum of 4 days per week and be willing to travel across London to our Corporate partners offices.

Join us. Help shape the futures of young women who are ready to lead.
www.beleve.org.uk

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372 Brockley Road,
London, SE4 2BY
www.BelEveuk.org
mentoring@BelEveuk.org
@BelEve_UK

BelEveuk.org