



Volunteer Mentee Coordinator- Terms of Reference

Al Sudaniya Mentoring

Role Title	Volunteer Mentee Coordinator
Location of position	Khartoum
Time commitment	We ask for a commitment of 4-6 hours per week (possibly more on occasion) and for a minimum of six months.

About us:

Al Sudaniya Mentoring (ASM) is an initiative that was established in 2013 to bring together Sudanese women in Sudan and in the diaspora to develop the skills of young women in Sudan and propel them to be pioneering leaders of the future. We strive to utilise the skills, and experience of female Sudanese professionals across the globe in order to guide and develop young Sudanese women in Sudan. We aim to empower these young women through tailored one- to- one mentoring so that they can in order for them to harness their newly acquired skills to contribute to a better Sudan. The programme was developed for two main reasons; the first is to connect Sudanese women from across the globe with Sudanese women living in Sudan, and the second being to provide Sudanese women with inspiring role models, and guides to encourage them to overcome obstacles and follow their dreams. It is more than a than a training programme, and works to create a lifelong sisterhood between mentees and mentors.

Purpose of the role:

The Mentee Coordinator is an integral role within the organization, ensuring that current mentees are supported during and after the programme. The role holder will mainly be in contact with current mentees, ensuring that mentoring sessions are proceeding well and identifying and tackling any issues and challenges that arise during the programme to ensure that mentees have the best experience.

About you:

We are seeking a candidate who is passionate about the programme and has experience in a people facing role. The role holder will be determined to ensure that our mentees are able to make the most of the opportunity as mentee in the ASM programme.. The coordinator must have excellent interpersonal and problem solving skills and able to manage a range of tasks whilst prioritising workload.

The successful candidate will be able to demonstrate the following skills, experience and qualifications:

- Passionate about working with young women and assisting in their growth and development
- A high level of proficiency in the use of information communication tools, including Microsoft Office and web based programs such as Google docs, forms, Skype, Slack
- Awareness of the importance of confidentiality
- Shows initiative, common sense, patience, and a proactive approach
- Enthusiasm, willingness and flexibility
- Approaches problems strategically, and creatively
- Outstanding oral and written communication skills
- Outstanding interpersonal skills
- Excellent organisational and time management skills
- Self motivated, and able to work independently
- Ability to work to deadlines, and prioritising workload
- Demonstrable leadership and management qualities

Specific Responsibilities and Tasks Include:

- Recruitment of mentees- involved in devising a recruitment strategy for mentees and assists in the final selection of mentees
- Involved in matching up mentees with mentors for the fellowship
- Involved in organising mentee interviews and the opening ceremony
- Act as first point of contact for mentees
- Actively reaching out to mentees to follow up on progress and updates every month, and more regularly if needed in order to work through issues/ challenges mentees are facing
- Working with mentor coordinator to work through mentor/ mentee issues and challenges
- Writing up a monthly mentee report on progress of mentees
- Work with the workshop coordinator to plan the mentee workshops and ensure mentee attendance is satisfactory.
- Connecting mentees with the latest training and development opportunities in and outside of Sudan
- Follow up with mentees during and after the programme to ensure they fill out evaluation documents (skills & questionnaire).
- Involved in the planning and the execution of the graduation ceremony
- Creatively thinking of ways the programme can be enhanced for mentees and developing key recommendations with the ASM team
- Assist in ASM events where possible
- Involved in weekly team meetings

What this role can offer:

This is a fantastic opportunity to get involved at a time where the organisation is getting ready for significant growth and impact. Working within a small, dynamic and hardworking team, will give you the opportunity to get involved in many aspects of ASM's work as well as:

- Invaluable experience working with an innovative organisation
- Working with an inspiring group of young women
- Opportunity to help contribute to the long term success of the program
- Opportunity to be involved with a start up at an exciting stage in its development
- The space to develop existing skills and gain new ones in a practical working environment
- Opportunity to work alongside and with successful and inspiring Sudanese women from Sudan and all over the world
- Mentoring and coaching from ASM team members that will propel you forward in your career

How to apply:

To apply, please submit the following documents to info@alsudaniyamentoring.org and coordinator@alsudaniyamentoring.org stating in reference to position **VOLUNTEER MENTEE COORDINATOR** in the email subject.

1. Your CV
2. **A COVER LETTER answering the following questions:**
 - Why are you interested in working with Al Sudaniya Mentoring?
 - Why should we select you for this role? (please outline how your skills and experience make you suitable for this role)
 - Give an example of how you made a positive contribution to a team and what the outcome was
 - When have you risen to a challenge? Describe your role and any outcomes
 - If you could select one major issue to tackle that women face in Sudan today, what would it be and why?

Deadline for applications: 20th November 2017 at 5pm Sudan time

Shortlisted applications will be contacted on: The week of the 20th November 2017

Interviews: 24th - 26th November 2017