



Volunteer Mentor Coordinator- Terms of Reference

Al Sudaniya Mentoring

Role Title	Volunteer Mentor 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 training programme, and works to create a lifelong sisterhood between mentees and mentors.

Purpose of the role:

The Mentor Coordinator is an integral role within the organisation, ensuring that current Mentors are supported in their role with ASM. The role holder will mainly be in contact with current mentors, ensuring that mentoring sessions are proceeding well and identifying and tackling any issues and challenges that arise during the programme.

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 mentors have a rewarding journey with ASM.

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
- Exceptional project management skills
- Demonstratable leadership and management qualities

Specific Responsibilities and Tasks Include:

- Act as first point of contact for mentors
- Actively reaching out to mentors to follow up on progress and updates every month, and more regularly if needed in order to work through issues/ challenges mentors are facing to ensure they have a brilliant experience on the programme
- Working with mentee coordinator to work through mentor/ mentee issues and challenges
- Organise the monthly mentor skype sessions through setting the agenda, writing meeting minutes, and conducting follow ups on actions in a timely manner
- Organise fortnightly skype sessions for mentees and mentors on topics of interest
- Assist in ASM events where possible
- Organise regular mentor meetups, and events for mentors in Sudan
- Adding mentors to facebook and whatsapp groups
- Involved in collecting mentee details to be uploaded to database and website
- Creatively thinking of ways the programme can be enhanced and developing key recommendations with ASM team members
- 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 MENTOR 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