



Volunteer Projects Coordinator- Terms of Reference

AI Sudaniya Mentoring

Role Title	Volunteer Projects 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:

AI 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.

General Role Responsibilities:

The focus of the Projects Coordinator is to work with our mentees throughout the entire duration of the projects element of the programme The Projects Coordinator will be responsible for overseeing and ensuring that projects are designed well, are realistic completed on time, and are documented.. The post holder will also be the main point of contact between ASM and the mentees, ensuring that issues are identified and resolved at the earliest opportunity.

About you:

We are seeking candidates who flexible and adept at multi-tasking, and are problem solvers as you will need to coordinate on several projects.

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
- Experience in designing and implementing successful projects and programmes
- 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 data security and confidentiality.
- Shows initiative, common sense, patience, and a proactive approach
- Enthusiasm, willingness and flexibility
- Excellent problem solving abilities
- Excellent analytical skills
- Excellent attention to detail
- 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:

- Work with the ASM team and mentees to support the development of project proposals
 - Ensure that project proposal feedback is provided in a timely manner to mentees
 - Develop project planning templates
 - Develop tools/systems for tracking the status/progress of projects
 - Ensure that any external partnerships are utilised when appropriate projects are proposed
 - Act as the liaison between the mentee and ASM team and any external partners with regards to their projects
 - Follow up with mentees every month with regards to their projects and ensure that mentees obtain enough support and guidance throughout the process
 - Act as the focal point for all project-related communication to relevant internal groups such as mentors, mentees and the ASM team
 - Ensure that electronic files for the project are developed and updated
 - Ensure that completed projects are documented and shared on ASM social media pages, and with partners such as Andariya, as well as on the ASM newsletter in order to highlight ASMs successful projects
 - Creatively thinking of ways that the projects, and the programme can be enhanced, and developing key recommendations with ASM team members
- Involvement 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
- Work experience to add to your CV
- 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 PROJECTS COORDINATOR** in the email subject.

1. Your CV
2. **A COVER LETTER answering the following questions:**
 - Why are you interested in working with AI 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