



Volunteer Strategic Partnerships Coordinator- Terms of Reference

Al Sudaniya Mentoring

Role Title	Volunteer Strategic Partnerships 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.

About you:

We are seeking a candidate who has the ability to balance working independently and collaboratively, with exceptional organisational and interpersonal skills. This newly created role will support the ASM team in developing partnerships with organisation's inside and outside Sudan that share our mission, vision and goals of ensuring Sudanese girls have the tools to reach their full potential. The role holder will focus on developing new partnerships, supporting existing partnerships and cultivating relationships with a variety of individuals and organisations to propel the organisation and make a greater impact. to the mentees on the programme.

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
- Ability to write and present high quality reports/presentations/proposals
- Understanding the needs and motivations of different target audiences
- Shows initiative, common sense, patience, and a proactive approach
- Enthusiasm, willingness and flexibility.
- Creative and ideas driven
- Excellent attention to detail
- Outstanding oral and written communication skills
- Excellent networking 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:

- Actively identifying, developing, managing, and strengthening partnerships
- Identifying key opportunities to raise the profile of ASM inside and outside Sudan
- Building and cultivating successful relationships with strategic partners
- Creating and maintaining a collaborations and partnerships database
- Manage and prioritise the pipeline of opportunities
- Monitoring and evaluating the strategic partnerships and feeding back to the ASM team with updates, challenges and learnings
- Making recommendations on future development of partnerships in line with the ASM strategy. Representing ASM at external meetings, workshops, conferences, and networking events as and when required

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 STRATEGIC PARTNERSHIPS 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