



## Volunteer Alumni Relations Officer- Terms of Reference

### Al Sudaniya Mentoring

<b>Role Title</b>	<b>Volunteer Alumni Relations Officer</b>
<b>Location of position</b>	Khartoum
<b>Time commitment</b>	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 focus of the role will be to develop and implement a long-term alumni relations strategy that aims to strengthen relationships between alumni and ASM and create beneficial and lasting relationships. You will work closely with the ASM team to create an exciting events calendar, alumni database and ensure that communication is targeted and focused.

#### **About you:**

We are seeking candidates who have the ability to balance working independently and collaboratively with good organisational and interpersonal skills.

*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 documents, forms, Skype, Slack
- Awareness of the importance of data security and confidentiality
- Shows initiative, common sense, and has a proactive approach
- Enthusiasm, willingness and flexibility
- The flexibility to adapt to ever-changing priorities
- Excellent attention to detail
- Outstanding oral and written communication skills
- Outstanding interpersonal skills: with the ability to establish and maintain relationships with a wide range of individuals
- 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:

- Act as main person of contact for inquiries from Alumni
- Establish and build relationships with a wide range of Alumni, locally and internationally
- Maintain regular communication with Alumni via direct contact, email, Alumni webpages, and print and online publications such as the newsletter, and other tools in order to engage alumni about the latest events and opportunities that they can access.
- Work with the ASM team on the development and implementation of the Alumni Strategy
- Maintain and update ASM's Alumni Database, with an up to date record on Alumni contact details, and web page
- Organise alumni reunion events, workshops, networking sessions, and training opportunities
- Managing the ASM Ambassadors programme to promote ASM in universities across Sudan
- Creatively thinking of ways 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
- 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](mailto:info@alsudaniyamentoring.org) and [coordinator@alsudaniyamentoring.org](mailto:coordinator@alsudaniyamentoring.org) stating in reference to position **VOLUNTEER ALUMNI RELATIONS OFFICER** 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:** 20<sup>th</sup> November 2017 at 5pm Sudan time

**Shortlisted applications will be contacted on:** The week of the 20<sup>th</sup> November 2017

**Interviews:** 24<sup>th</sup>- 26<sup>th</sup> November 2017