



# Volunteer Workshop Coordinator- Terms of Reference

## Al Sudaniya Mentoring

<b>Role Title</b>	<b>Volunteer Workshop Coordinator</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 role:

The focus of the role will be to develop and implement exciting workshops for the mentees, ensuring that the workshops are well structured, informative, and engaging and so that the mentees have the opportunity to network with each other as well as being involved in practical activities that complement and are aligned with the one to one mentoring sessions component of the programme.

### About you:

We are seeking a candidate who has experience in arranging events and activities, and has excellent interpersonal and organisational 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 docs, forms, Skype, Slack
- Shows initiative, common sense, patience, and a proactive approach
- Enthusiasm, willingness and flexibility
- The flexibility to adapt to challenges
- 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:

- Management of finances for the mentee workshops
- Arranging monthly workshops for mentees through working with the mentee coordinator to:
  - Book and set up the venue
  - Organise refreshments
  - Identify and invite speakers
  - Plan appropriate topics and team building activities
- Circulate information about the monthly workshops to the ASM team in Sudan
- Write post workshop report and share with the ASM team (including pictures/ videos)
- Arranging photographer/ videographer for workshops to capture content to be shared with the social media team
- Hand out and collect evaluation forms to mentees during/post workshop
- Working with the mentee coordinator to organise excursions, field trips, and visiting companies/ organisations for mentees to learn, grow and develop.
- Creatively thinking of ways that the workshops, and 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](mailto:info@alsudaniyamentoring.org) and [coordinator@alsudaniyamentoring.org](mailto:coordinator@alsudaniyamentoring.org) stating in reference to position **VOLUNTEER WORKSHOP 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:** 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