

## ROLE DESCRIPTIONS FOR ADMINISTRATION AND RUNNING OF CHARITY MENTORS OXFORDSHIRE

### **1. *Coordinator's role (responsible for day-to-day management and running of Charity Mentors with oversight of quality, impact and stakeholder relationships)***

- liaising with vol sector (with comms support)
- connecting with clients or potential clients
- oversight of marketing and PR (with comms support)
- oversight of maintaining database of mentees and potential mentees (with comms support)
- matching mentors and mentees and managing referral and feedback process
- supporting and training of mentors
- organizing (with assistance from trustees) recruitment process for mentors and trustees
- monitoring quality of mentoring
- contributing to refinement of model and supporting strategic reviews
- working to the agreed strategy and reporting on progress
- supporting chair in business of trustees and reporting to trustees
- support treasurer in budget management
- organization and delivery of biennial impact report
- refining, developing and storing processes and templates
- managing and supporting communications' support person
- representing Charity Mentors at appropriate events (with comms support)
- editorial content of newsletter and oversight of production and distribution

### **2. *Chair's role in conjunction with trustees (responsible for oversight, governance and conduct of charity along with strategic direction)***

- oversee the whole project, leading on strategy development and implementation and the regular review of risk;
- understand the supply (of mentors) to, and demand (for mentoring) from, the not-for-profit sector in Oxfordshire);
- harness the skills and experience of Board members, encouraging them to engage fully in realising the Charity's vision;
- set the policy framework and culture, in conjunction with the Board;
- provide outfacing PR, as ambassador or advocate where necessary on her/his own initiative and at the request of the Coordinator, acting as spokesperson and figurehead as needed;
- support the Coordinator, conducting an annual appraisal and remuneration review;
- oversee and appraise every two years the performance of the Trustees and the Board;
- plan and prepare, in conjunction with the Coordinator, and chair quarterly Board meetings;
- support the Coordinator in managing the relationship with mentors (including their recruitment and development), funders and other stakeholders;
- build an effective and complementary Board, initiating change and planning succession in Board appointments, subject to Board approval;
- lead on fundraising;
- provide financial oversight (supported by the Treasurer).

**3. *Freelance communication's role (with overall brief to increase the number of mentoring projects that we can fulfil in Oxfordshire by raising awareness of Charity Mentors amongst all stakeholders)***

- Support communicator in editing newsletter and responsibility for production and distribution
- Ensuring that our database is GDPR compliant
- Attend networking events (eg ROBIN, OCVA events, forums etc)
- Continue developing our links with OCVA (Oxfordshire Community and Voluntary Action) and OCF (Oxfordshire Community Foundation).
- Enhance our LinkedIn presence, help to keep our website relevant and dynamic and whatever it takes to give us a strong and relevant social media presence via Twitter etc.
- Support with designing processes and databases to improve our efficiency in record keeping and communications.
- Assistance in organizing events.
- Write-up mentoring case studies.
- Other marketing and PR initiatives that will help us to achieve our aim of increasing awareness and extending our service reach throughout Oxfordshire.