

CHARITY MENTORS OXFORDSHIRE

EXECUTIVE DIRECTOR

JOB DESCRIPTION AND PERSON SPECIFICATION

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Role Summary: Charity Mentors Oxfordshire provides free-of-charge mentoring to charity leaders in Oxfordshire. There are currently 17 mentors – people who hold/have held positions of leadership in the private and public sector – who have volunteered to work with Charity Mentors on a voluntary basis. The mentoring is of short-term duration (around 4 to 6 months) and provides support around strategic thinking and decision making and is offered to either chairs or CEOs of charities and voluntary organisations of all different sizes and sectors. We were formed in 2013 and have completed nearly 200 different mentoring projects. The Executive Director reports directly to the Board of Trustees and is responsible for implementing the organisation's strategy, the day to day management and running of Charity Mentors with oversight of quality, impact and stakeholder relationships. The Executive Director is also responsible for managing a Marketing and Communications Manager.

Location: All projects are based in Oxfordshire. The job is home-based with occasional travel to meetings and events around Oxfordshire.

Pay rate and hours: The role is free-lance with an expected average weekly input of 10 – 12 hours. Remuneration will equate to a FTE salary of circa £35,000 ie £25/hour.

Closing date: 22 February 2021.

Apply to: Please send a letter explaining why you would be suited to this role, along with a CV, to our Chair of Trustees, Annette Mountford at info@charitymentors.co.uk.

For more details go to: www.charitymentors.co.uk

1. JOB DESCRIPTION

Executive Director's role : responsible for implementation of organisational strategy and day-to-day management and running of Charity Mentors with oversight of quality, impact and stakeholder relationships.

Key Aspect : matching mentors and mentees

Recruit ,Train and Support Mentors

- Maintain the bank of mentors to balance the demand from mentees while providing enough mentoring projects for mentors
- Provide regular support for and assessment of mentors by carrying out reviews after first, third and fifth year of mentor's term (this process to be supported by sub group of Trustee)
- Recruit new mentors and provide them with relevant paper work (this process to be supported by sub group of Trustee)
- Support mentors individually as required and provide quarterly in house meetings facilitating discussion and mentor development
- Monitor quality of mentoring and prepare reports for biannual impact review

Management of Referral Process

- Network to recruit charities and other not for profit organisations who could benefit from a mentor
- Oversee the Marketing and Communications Officer's activities to recruit mentees
- Connect with mentees or potential mentees and tease out those who would benefit from a Charity Mentor
- Match mentors and mentees and manage referral and feedback process
- Collect mentee testimonials for the website
- Monitor mentoring project progress

Impact Assessment

- Contribute to refinement of model and support strategic reviews
- Organize biennial impact report

Governance, Systems and Policies

- Organize (with assistance from trustees) recruitment process for trustees
- Work to the agreed strategy and report to trustees on progress
- Support chair in business of trustees including assistance in preparing agenda and report to trustees
- Work to the Annual Calendar
- Support treasurer in budget management and annual account report
- Oversee the updating of policies, templates and website as required
- Oversee collation of all data relating to management of Charity Mentors

Marketing and Stakeholder Engagement

- Liaise with voluntary sector through forums, presentations, attending events and informal meetings in conjunction with Marketing and Communication Officer
- Line manage Marketing and Communications Officer and oversee: marketing and PR; maintaining database of mentees and potential mentees; editorial content of biannual newsletters ; organising biennial "celebration" for all stakeholders, and; systematic collation of all CM data

2. PERSON SPECIFICATION

These are required for the role:

- Excellent inter personal skills
- Good organisational skills
- Good analytical skills
- Good networking skills
- Discreet, confidentiality and discernment skills
- Ability to run meetings; write reports; presentation skills
- Flexible
- Self-motivated
- Perceptive
- Good probing and diagnostic skills
- IT competent
- Appreciation of the challenges in the voluntary sector
- Business planning and strategic skills

These are desirable:

- Experience as a mentor and belief in its value
- Budgeting skills
- Social media competent