Job Title: **Mentoring Coordinator**

Person Specification

Experience and qualifications

1. Business development or sales experience ideally in a business to business environment
2. Experience of executive and leadership development particularly the benefits of mentoring, coaching and peer to peer learning.
3. Demonstrable experience or knowledge of working to promote business growth.
4. Project management, often working on multiple projects to achieve successful outcomes.
4. Strong administration and organisation skills within a busy multidisciplinary team.
5. Partnership working and relationship management.
6. Experience in presenting and facilitating group discussions.

Ability, skills and knowledge

1. Ability to confidently network, identify opportunities and build relationships.
2. Knowledge of leadership and management initiatives and approaches.
3. An understanding of mentoring, coaching and peer to peer learning particularly to support entrepreneurs, leaders and executives.
4. Ability to pro-actively engage with entrepreneurs and founders to promote the benefits of mentoring, identifying need to support mentee and mentor matching.
5. Ability to take ownership and achieve KPIs.
6. Ability to show empathy and use interpersonal skills to engage with people from a wide range of backgrounds, sectors and interests, maintaining consistency, trust, clarity and impact throughout.
7. Ability to facilitate and manage priorities effectively and efficiently to enable the delivery of project excellence and successful outcomes.
8. Ability to take an active role and work collaboratively to develop project solutions demonstrating an understanding of the needs of / constraints on organisations, teams and individuals connected with the development and delivery of the project(s).
9. An understanding of current key enterprise and business support initiatives to secure economic, business and jobs growth and their delivery approaches. And, some understanding of relevant local and national policy relating to small business growth and economic development.
10. Critical thinking and the ability to consider pros and cons before deciding and executing decisions.
11. Project management and scheduling skills to help deliver things more successfully for the project and for the team.
12. Ability to conduct basic data management and high-level computer literacy. Familiarity with social media.