**Job Description**

Position: Mentoring Project Manager

Salary £30,451 pa

Hours: Full time: 37.5 hours per week

Responsible to: Director of WEN

Line managing: Four project officers for the mentoring programme, based respectively at Disability Wales, EYST, Stonewall Cymru and WEN Wales.

Contract type: Fixed term until June 2024

**ABOUT THE PROJECT**

The ‘Equal Power Equal Voice’ Mentoring programme is an exciting new partnership programme which has the potential to transform public life in Wales.

It will recruit and mentor diverse women, BAME people, disabled people, and LGBT people to be involved in public life, whether standing for political office, serving on public boards, charity boards, or as school governors. It has the power to transform Welsh society by supporting diverse people into power so that our political and public institutions better reflect the diverse citizens of Wales.

It builds on previous successful mentoring programmes run by both Ethnic Youth Support Team (EYST) and WEN Wales. We therefore already have a fantastic framework from which to start the project. Both schemes have resulted in mentees becoming Senedd Candidates, MPs, Councillors, public board members, trustees, and school governors.

This programme aims to ensure that in the future, decision-makers, politicians, and Government better reflect our increasingly diverse society. This will reduce the likelihood of disproportionate negative impact of future pandemics on specific protected characteristics groups. We want to be part of efforts to not only build back better but build back fairer.

The project will run until June 2024 and is funded by National Lottery and Welsh Government.

 **The partnership**

We are a group of leading Equalities organisations who have come together to deliver this project to ensure it is truly intersectional. Each of us are leaders in our field:

• Disability Wales is striving to achieve rights, equality, and independent living of disabled people in Wales.

• Ethnic Youth Support Team (EYST) works to support ethnic minority people as well as challenge negative stereotypes about ethnic diversity in Wales.

• Stonewall Cymru's mission is to achieve legal equality and social justice for lesbian, gay, bi, and trans people in Wales.

• Women’s Equality Network (WEN) Wales’ vision is of a Wales free from gender discrimination, where all women and men have equal authority and opportunity to shape society and their own lives.

The lead partner will be WEN Wales who have already successfully piloted two mentoring programmes for diverse women. The Project Manager will be employed by WEN Wales.

**ABOUT WEN WALES**

Our vision is of a Wales free from gender discrimination. Our ambition is a Wales where women and men have equal authority and opportunity to shape their own lives.

We work in coalition with 34k supporters - no one organisation alone can deliver equality. Our work sits under three pillars. We will Connect, Campaign and Champion women until our vision is realised.

**ABOUT THE ROLE**

This role is about managing all aspects of the mentoring scheme as well as four Mentoring project officers across our partner organisations. You will also support the recruitment of mentors and mentees alike, liaise and report back to funders, and ensure we are hitting our targets.

With a proven track record of project management, you will be dynamic, organised, and have a strong network across Wales. You will be extremely motivated, able to work on your own initiative and be ready to join a high-performing yet fun and supportive team of feminists who are all committed to equality.

We particularly welcome Black, Asian and minority ethnic (BAME) and disabled candidates, as BAME people and disabled people are currently underrepresented in our staff.

**Welsh Speaker: Desirable**

**The Key Objectives of the Role are:**

* Managing the delivery of a successful mentoring programme according to the project plan
* Managing the team of project officers across the partner organisations
* Ensuring quality and consistency across the partnership
* Externally promoting and championing the project

**Main Tasks will include, but not be limited to:**

**Project Management**

* Set up all systems and lead the planning of the programme in terms of recruitment of 100 mentees per year, the training events and training sessions
* Working with partners to recruit, liaise with, and keep central register of all possible mentors
* Evaluate the programme each year and report back to funders.

**Line Management**

* Support the Director of WEN and partners in recruiting the four Mentoring Project Officers
* Co-ordinate the four Mentoring Project Officers and ensure a consistency of approach and delivery
* Work with each partner lead to matrix manage respective project officers.

**Partnership Management**

* Run the Steering Group meetings as well as the Advisory Board Meetings
* Network widely across the public sector and third sector to promote the project and identify opportunities relevant to the project
* Liaise with Welsh Government departments that are relevant to the role such as Local Government Diversity in Democracy; Public Appointments; Equalities.

**Finance**

* Manage the budget of £145k per year.

**External communications**

* Be the ambassador for the project, speaking at events or to the media
* Liaise with the WEN Communications and Engagement officer to help publicise the project.

**General Responsibilities and Duties**

* Conduct the duties of the job description in accordance with the operational policies of WEN Wales, including but not limited to: the safeguarding policy, diversity policy, social media policy, data protection policies, home working and other policies.
* Maintain good working relations with all stakeholders, including staff, mentors, mentees, volunteers, Trustees, partner organisations and Members.
* Contribute to the general administration and delivery of all WEN Wales’ programmes, events, and overall objectives.
* Undertake any other reasonable duties as may be required by the role.

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| **Experience** | **Essential** | **Desirable** |
| Experience of project management | X |  |
| Experience of staff management  | X |  |
| Experience of matrix management (i.e., managing staff in partner organisations) |  | X |
| Experience of a role in public life or very strong understanding of what such a role entails  | X |  |
| **Skills**  |  |  |
|  |  |  |
| Good negotiation skills so that partners, government, funders, and mentees all get what they need from the project  | x |  |
| Excellent all-round communication skills including tact and diplomacy to build relationships with political stakeholders | X |  |
| Excellent public speaking and experience of speaking at events, seminars and to the media |  | X |
| Excellent time management skills with the ability to produce quality work with minimal supervision  | X |  |
| Good project management skills | X |  |
| Computer literacy, including online meetings and remote working, where applicable | X |  |
| **Welsh Language**Oral (spoken) and Written Welsh Level B1\* (see table below) or evidence to demonstrate an on-going commitment to learn Welsh to this level. |  | X |
| **Knowledge**  |  |  |
| Knowledge and understanding of equality and human rights issues across all protected characteristics and the barriers and challenges for communities in relation to race, gender, disability or for the LGBT+ community | X |  |
| Understanding of roles in public life  |  X  |  |
| **Other requirements** |  |  |
| Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.  | X |  |
| Confident with social media including Twitter, Facebook, etc | X |  |
| Lived experience of or demonstrable active allyship with a protected characteristic | X |  |

**Terms and Conditions**

* 33 days Annual Leave entitlement including bank holidays (pro rata)
* Contributory pension of 3%
* **Location:** Flexible & Currently working from home
* **Salary:** £30,451 pa
* **Contract type** – Fixed term until June 2024
* We are a **flexible and supportive employer.**

**How to apply**

Please send a CV along with a supporting letter (no more than 2 sides A4) which addresses the job role and essential criteria, showing how you meet them and telling us why you are the right person for the role. Please also include a sample of published written work (e.g., briefing, report, article, or equivalent in Welsh or English)

Email your completed application to recruitment@wenwales.org.uk by Tuesday 28th September at 18.00.

If you would like to have an informal discussion about the role, please contact Catherine Chatham finance@wenwales.org.uk so she can arrange this.

* **Closing date:** Tuesday 28th September at 18.00

| ***Welsh Language Level*** | **Speaking (interaction and production)** | **Writing** |
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| *A0* | I cannot speak Welsh at all.  | I cannot write Welsh at all. |
| *A1* | I can:* interact in a simple way provided the other person is willing to speak slowly, repeat or rephrase things, as well as being willing to help me
* use basic expressions and phrases, e.g. introduce myself or another person,
* ask and answer questions on familiar topics e.g. ‘Where do you live?’.

  | I can:* write a short simple message as an email or note, including the time, date, and place.
* fill in forms with personal details, e.g. name, address and telephone number.
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| *A2* | I can:* communicate in simple Welsh on familiar topics.
* contribute to very short social conversations, even though I cannot usually keep the conversation going myself.
* use a series of phrases to describe and answer questions on my family and other people, the weather.
* convey instructions or very simple telephone messages.

  | I can:* write short simple notes and messages, connecting together simple phrases with simple connecting words such as 'and', 'but' and 'because'.
* write a very simple letter or email, e.g. thanking someone for doing something.

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| *B1* | I can:* take advantage of a range of simple language to deal with most situations which are likely to arise in my work.
* understand the general meaning of emails and letters on topics of personal interest, as well as theoretical letters within the context of my work.
* enter unprepared into conversation on topics that are familiar, e.g. family, hobbies, work, travel and current events.
* offer advice on simple matters to clients within the context of my work.
* describe experiences and events, hopes, and ambitions.
* give reasons and explanations for my opinions and plans concisely.

  | I can:* take fairly accurate notes in meetings or seminars where the subject is familiar and foreseeable.
* write letters or emails to describe events, experiences, and impressions.
* write memoranda or informal emails to convey information.

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| *B2* | I can:* listen to, understand, and contribute to discussions in meetings and seminars.
* take an active part in discussion in familiar contexts.
* clearly express an opinion.
* present clear, detailed descriptions on a wide range of subjects related to work.
* expand and support ideas with supplementary points and relevant examples.
* explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
* give a clear presentation on familiar topics.

  | I can:* write short pieces of business correspondence, as a letter or email, on a wide range of topics related to my work or my field of interest, and this in standard Welsh without using a template (but using a spellchecker, dictionary, technical resources etc. when necessary).
* take notes or write reports, passing on information or giving reasons in support or against a particular point of view.

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| *C1* | I can:* express myself fluently and unprompted.
* use language flexibly and effectively for social and professional purposes and contribute confidently to meetings and oral presentations.
* formulate ideas and opinions and ensure that my contributions are relevant to others.
* respond appropriately to different cultural and social situations.
* present clear detailed descriptions of complex subjects, integrating sub-themes, developing particular points, and rounding off with an appropriate conclusion.
 | I can: * write clear well-structured texts, expressing points of view at some length.
* write detailed explanations of complex subjects in the form of email, letter, essay, or report, underlining the salient issues.
* write different types of texts in styles that are appropriate to the reader in mind.

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