



## Scotland's International Development Alliance

### Mentor for the Effectiveness Programme

### Job Description & Personal Specification

Scotland's International Development Alliance is the membership body for everyone committed to creating a fairer world, free from poverty, injustice and environmental threats. We have 113 members across Scotland. We aim to improve the capacity, influence and effectiveness of the sector in Scotland through providing opportunities for networking, debate, training and promotion of good practice.

We are looking for enthusiastic individuals with the skills and experience to mentor small to medium international development organisations in Scotland. An Alliance mentor supports a mentee to grow, learn and increase good practice and effectiveness. The objective is to develop the mentee's skills, improve performance and strengthen good practice.

We are ideally looking for a team composed of:

- one mentor with strong expertise in **international development** (including project design, project management, monitoring evaluation and learning, and/or fundraising);
- one mentor with strong expertise in **communication** (e.g. development of communication strategies and marketing campaigns)
- one mentor with strong expertise in **organisational development** and strategic planning (e.g. change management, performance review, performance improvement, skill auditing).
- one mentor with strong expertise in **business development** (including business planning, scenario setting, business modelling)
- one mentor with strong expertise in **HR** (managing teams, PAYE, good practice in managing people based nationally and internationally).

As our members are based throughout Scotland, we are aiming at creating a wide-reaching network of mentors. We particularly welcome applications from interested candidates based outside the Central Belt.

Working in a supportive, small and friendly team, this is a great opportunity for someone who would like flexible working hours a few days a month.

**Time commitment:** Varied, depending on the demand from member organisations.

**Type of working arrangement:** Self-employed.

**Fee:** £30 per hour, for a maximum of 30 hours for each mentored organisation.

**Reporting to:** The Alliance Member Effectiveness and Learning Adviser

**Application deadline:** 9am 8<sup>th</sup> January 2018

**Interviews:** Monday 29<sup>th</sup> January at The Alliance office in Edinburgh. If you are invited to interview and are based outside of Edinburgh, we can cover reasonable travel costs. Please contact us before you book any travel.



## **Job Description**

### **Job Purpose**

The purpose of the job is to provide mentoring support to small and medium NGO members of The Alliance as part of the effectiveness programme.

### **Context**

The overall aim of the Effectiveness Programme is to help organisations maximise their positive impact for the people that they seek to support. A mentor supports a mentee to grow, learn and increase its good practice and effectiveness with the objective to improve performance and impact.

Mentoring is a flexible process that includes feedback, planning and regular communication. A mentor works with a mentee to address specific organisational needs, and develop a plan to address them, at a pace that suits the organisation and its particular capacity. The mentoring process can focus on specific issues within an organisation and help participants reflect on them, question existing practices and develop plans for improvement. The mentor provides external support, experience and 'fresh eyes'.

A mentor can work with a mentee in several ways, including for example:

- In-depth analysis of one or more specific area(s) or issue(s) within the organisation, for example fundraising, working with partners, strengthening organisational leadership, accountability to communities; managing projects, money or people; monitoring, evaluation and learning; and communications.

### **Activities**

All mentors are expected to:

- Attend the Mentor Training Day, as well as follow-up trainings and information sessions;
- Maintain contact with the mentee and The Alliance on a regular basis over the duration of the mentoring relation;
- Complete an evaluation form at the end of each mentoring process;
- Meet with The Alliance and mentee at the start of the mentoring relationship, to agree timeframes and roles & responsibilities, how the work is going to be approached between mentor and host organisation, confidentiality issues etc.;
- Develop a thorough knowledge of good practice and effectiveness, and self-assessment processes;
- Signpost the organisation to extra support that may assist their action planning process;
- Read relevant documentation and meet a range of people in the host organisation (e.g. Trustees, senior staff or key volunteer) to brief themselves on the key aims, objectives, activities and personnel of the host organisation;
- Agree with the organisation the type of mentoring, its goals and outcomes, what the organisation wants to work on, and options for action;
- Meet with other mentors for mutual support and to contribute to the evaluation of the programme (some of this may be through Skype/online);
- Adhere to The Alliance's Confidentiality code.



## **Fundraising mentor**

### **Person Specification - Skills and Experience**

#### **Essential**

##### ***Knowledge and experience***

- In-depth knowledge and experience of fundraising in particular non-institutional fundraising.
- Good knowledge of best practice related to fundraising.
- Good understanding of fundraising within international development.

##### ***Skills and abilities***

- Experience in working in or with the non-profit sector (in the UK or abroad)
- Good self-management and time-keeping skills; ability to work flexible hours;
- Self-motivation and ability to working independently;
- Customer focus;
- Good inter-personal skills;
- Ability to listen and confidence to constructively ask questions and stimulate critical discussion;
- Strong written and oral communication skills;
- Sympathetic to the aims of The Alliance and committed to maintaining The Alliance's reputation;
- Good IT and social media skills.

#### **Desirable**

- Knowledge of current issues and best practice around international development programmes;
- Experience or knowledge of implementing organisational quality standards.
- Previous experience of being a mentor (either individual or organisational).

### **Terms and conditions summary**

#### **Line management**

The mentor will work autonomously with the mentored organisations but report to The Alliance's Effectiveness and Learning Adviser.

#### **Location**

Mentors will work at various locations throughout Scotland, depending on the mentored organisations location. They are also expected to come to The Alliance office (Hayweight House, 23 Lauriston Street, Edinburgh, EH3 9DQ) for meetings.

#### **Terms and Conditions of Employment**

Mentors are engaged on a self-employed basis. The Alliance is not under any obligation to provide contracts for the mentor. The Alliance is not responsible for any tax or national insurance payments.

Mentors will be supported by the Member Effectiveness and Learning Adviser and provided with initial training, regular group mentor support, and ongoing one-to-one support. You will receive regular reviews to gain feedback on your progress. Mentors will also have free access to Alliance training and networking events. These are optional to attend and can be



part of your own CPD. The Alliance will not be paying for mentor time if you choose to attend.

The rate of pay is £30/hour up to a maximum of 30 hours per organisation. This fee includes any administration such as completion of evaluation forms and communication with The Alliance.

A mentor will usually have one mentee at a time. The Alliance is primarily responsible for setting up the mentoring relationship with organisations, oversight of the process and M&E.

The Alliance will pay mentors at the same rate for attendance at initial training days and group mentor meetings.

The terms of work for each mentoring relationship will be outlined in the Memorandum of Understanding between The Alliance, the Mentor and the mentee.

### **Application Process**

The application process will consist of an application form and an interview at The Alliance office in Edinburgh. We welcome applications from all sections of the community, particularly from people with disabilities and people from minority ethnic communities.

**CVs will not be accepted. Please use the application form provided.**