

Person Specification

Job Title: Mentoring Coordinator



Experience and qualifications

1. Demonstrable experience of working to promote business growth and an understanding of the benefits of mentoring, coaching and peer to peer learning to support executive development.
2. Business development or sales experience ideally in a business to business environment.
3. 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 delivering workshops, classes or training.

Ability, skills and knowledge

1. Ability to pro-actively engage with entrepreneurs and founders to promote the benefits of mentoring, identifying need to support mentee and mentor matching.
2. Ability to facilitate and enable the delivery of project excellence and successful outcomes.
3. Ability to use strong interpersonal skills and to work collaboratively with people from a wide range of backgrounds, sectors and interests, maintaining consistency, trust, clarity and impact throughout.
4. Ability to understand the needs of / constraints on organisations, teams and individuals connected with the development and delivery of the project(s).
5. Ability to conduct basic data management.
6. Ability to work collaboratively to develop project solutions.
7. Some understanding of relevant local and national policy relating to small business growth and economic development.
8. Some knowledge of mentoring, coaching and peer to peer learning particularly to support entrepreneurs, leaders and executives.
9. An understanding or awareness of leadership and management initiatives and approaches.
10. An understanding of current key enterprise and business support initiatives to secure economic, business and jobs growth and their delivery approaches
11. Project leadership and the ability to lead and manage priorities effectively and efficiently.
12. Critical thinking and the ability to consider pros and cons before deciding and executing decisions.
13. Project management and scheduling skills to help deliver things more successfully for the project and for the team.
14. High level computer literacy, familiarity with social media and a confident networker.