

**Candidate Brief
Mentoring Coordinator
March 2010**

www.UnLtd.org.uk

Send application form with current salary details and two referees to:
UnLtd, 123 Whitecross Street, Islington, London EC1Y 8JJ

About UnLtd

UnLtd's mission is to reach out and unleash the energies of people who can transform the world in which they live. We call these people social entrepreneurs.

We back around 1000 people every year to get started on their own ventures for social or environmental benefit, with a mix of cash, development support and networking. We then support about 50 of them each year to get to major scale, with more intensive support and brokering to social investment opportunities.

We believe that individuals have the potential to make positive change in the world and we value social entrepreneurs across the spectrum, from local- to world- changing. We work with people with passion, ideas, and a can do attitude, from all backgrounds and in all sectors of social and environmental benefit. They are people who are resilient and resourceful in overcoming barriers and are truly exciting people to be working with.

UnLtd itself is a unique and dynamic organisation. Our core funding comes from a perpetual endowment, and we are growing fast through earning extra income by taking our model into theme areas and showing other funders how it can deliver their objectives.

A short history

UnLtd – the Foundation for Social Entrepreneurs, was formed in 2000 by seven leading organisations that promote social entrepreneurship, representatives of whom form our Board of Trustees. Their vision was to create UnLtd as the Foundation for Social Entrepreneurs to promote and develop the major contribution social entrepreneurs can make to society.

UnLtd's Millennium Awards are funded by the income generated from an investment of £100 million given by the Millennium Commission, one of the National Lottery distributors. This legacy is carefully invested as a permanent endowment so that it generates sufficient income to fund UnLtd Millennium Awards in perpetuity.

Since winning the endowment, UnLtd has also started raising substantial further funds from government, lottery distributors, trusts and companies, to develop further support for social entrepreneurs. Our new initiatives, from Young UnLtd to investment readiness, unltdworld.com to the RISE programme for refugee entrepreneurs, break new ground and together create the world's largest scheme of support for social entrepreneurs. Our research work learns from experience of supporting 1000 people each year, and is a key source of learning in the sector. Our networks of pro bono support and peer to peer skill sharing extend to the top companies and across the globe.

This is one of the most inspiring, innovative and exciting places to work, and a role which backs the people who are the solutions to our society's problems.

UnLtd's work

UnLtd offers three main levels of support that is tailored to each individual's needs:

Level 1 Awards are aimed at individuals who have an idea which will change society for the better, and want help getting it off the ground. The money (of between £500 and £5,000) is to help get the project up and running, and is backed by development support.

Level 2 Awards are for individuals whose ideas are already off the ground and now want help taking the project to the next level. The funds (of up to £15,000) are to enable the social entrepreneur to work full time on their venture, and are backed by more intensive development support and networking.

Our **Ventures** team also provides consultancy support and larger awards to a very small number of outstanding (**Level 3**) social entrepreneurs, helping them to scale up or replicate their projects. UnLtd Ventures helps these social entrepreneurs to build their capacity and skills as leaders and managers, to get them investment ready with the **UnLtd Advantage** scheme, and to help them to develop projects and organisations with robust infrastructures.

Background and Purpose of UnLtd Connect

UnLtd Connect is a national UK network of companies and business professionals from all sectors in society who are inspired to volunteer their time and professional expertise for the direct benefit of social entrepreneurs.

In light of overwhelming feedback from social entrepreneurs which reveals that it's the non-financial 'practical' support which is considered equally if not more valuable than purely cash funding, UnLtd set up UnLtd Connect in 2007, with the dual purpose to leverage professional expertise from the private sector to provide much needed additional support for social entrepreneurs.

UnLtd backs social entrepreneurs at the very early start up stage as well as those who have already demonstrated a viable business case and a clear social need for their work. UnLtd Connect is a key element of the unique support package UnLtd offers. Business professionals are given the opportunity to contribute their expertise in the form of one to one business mentoring, coaching or training in order to better equip social entrepreneurs to develop their enterprises and grow to scale, whilst at the same time learning a valuable insight in a new sector. UnLtd encourages professionals from all sectors and with all skills to volunteer, from – legal, media, marketing, technology, IT, retail, financial and professional services, health/social care, education and the environment.

UnLtd Connect corporate partners include Addleshaw Goddard LLP, Lovells LLP, PA Consulting, Mother, Forster and Actis. The annual financial value of pro bono support attracted by UnLtd Connect has amounted to well over £500,000. Case studies are available on the website:

<http://www.unltd.org.uk/unltdconnect>

UnLtd and LEGI - Pro Bono Support Programme in Leeds and surrounding area

Through a partnership with Leeds LEGI UnLtd is seeking to build new partnerships with the private, public and third sector in the Leeds region. The programme seeks to expand upon our existing work within the 'Sharing Success' programme by continuing to nurture and develop our former and existing Award Winners who have benefited from our financial and non financial support during the first phase of the partnership. The scheme will operate for the benefit of the social entrepreneurs directly supported by UnLtd during the last three years, and also be open to others supported by our partners in the Leeds LEGI Sharing Success programme. The scheme will provide pro-bono mentoring and advisory support to a minimum of 35 social entrepreneurs during the period April 2010 – March 2011

To facilitate this the new post of Mentoring Coordinator has been created to assist the Manager of UnLtd Connect in developing new partnerships to expand the model in the Leeds area. The Mentoring Coordinator will work closely with the Manager of UnLtd connect as well as UnLtd's Development Managers in the Bradford office.

UnLtd Research has been set up to measure the impact of our work and the impact our Award Winners have on their communities. We aim to translate this knowledge into tools and performance metrics, facilitating value-added networks of social entrepreneurs, and raising public awareness. We also disseminate the results of our work for the benefit of national policy makers to bring about changes in society at large and internally for business development purposes.

UnLtdWorld.com is the social network for social leaders – the starting point for all those that operate in the social entrepreneurship field, providing social leaders with indispensable connections, information and insight.

Young UnLtd is the groundbreaking youth led programme for young social entrepreneurs. Developed by UnLtd in the Big Boost programme, this scheme now has 5 year funding to make the approach a mainstream part of youth work practice.

We are extending our **reach** all the time, through new programmes and partnerships. Examples of current programmes include the UnLtd Sport Relief Awards (funded by Comic Relief); the RISE refugee programme (50% funded by the Home Office); Young UnLtd (supported by the Big Lottery Fund, Vodafone Global Foundation, V and DCSF), the Higher Education Social Entrepreneurship programme in universities, UnLtd 4iP for digital social media, Nominet Trust for social entrepreneurs using the internet, and a series of locality based schemes in deprived or isolated neighbourhoods.

UnLtd employs over 60 staff, based in seven offices throughout the UK.

Our Award Winners

UnLtd Award Winners come from diverse backgrounds, cultures and locations; what they have in common is a desire to change the world. That doesn't mean they necessarily develop complex, global solutions to large-scale issues; often, social entrepreneurs simply take a problem in their own community and make a commitment to tackle it. This may lead to something bigger, or it may not; what makes a true social entrepreneur is that they have the will to make a difference, the vision to know how to go about it and the determination to make that vision happen.

UnLtd's governance

UnLtd is governed by a Board of Trustees and led by a Chief Executive. UnLtd's legal status is a company limited by guarantee and a charity. UnLtd is the sole trustee of the Millennium Awards Trust fund. We have a subsidiary called Scotland UnLtd registered as a charity in Scotland, a company limited by guarantee to deliver public service contracts, and a non-charitable trading subsidiary limited by shares to run UnLtdWorld.com.

UnLtd's management team

Our management team includes:

Chief Executive: Cliff Prior

Director of Finance, HR and ICT: Raymond Tran

Director of Programmes and Operations Victoria Anderson

Director of Programmes and Development: Zulfiqar Ahmed

Director of UnLtd Venture: Jonathan Jenkins

Research Director: Katharine Danton

Marketing Director (outsourced to a marketing company): Glynn Pegler

Awards Director for Wales: Gareth Bickerton

Our work in Scotland is delivered in partnership with First Port, whose Director Naomi Johnson provides management support to our Scottish staff.

You can see more about our management team on the website www.unltd.org.uk

What we offer

This is a small organisation – 60 or so staff. If you are coming from a large institution, expect a culture change!

We offer exceptional scope and a truly life affirming opportunity. We work with the most inspirational future social leaders in the country – whether the thousands at community level or the smaller number who can go national or even international in their impact. We are constantly innovating and are at the leading edge of social change in the UK.

If that sounds good to you, please apply now.

Job title:	Mentoring Coordinator, Leeds LEGI successor programme
Salary:	£25,624 - £27,594 pro rata (+ pension contribution)
Location:	Bradford/Leeds
Terms:	21 hours per week until April 2011 (12 months)
Responsible to:	Manager of UnLtd Connect

Overall Purpose of Mentoring Coordinator

Working alongside the Manager of UnLtd Connect, a resourceful and highly effective individual with experience in identifying and developing partnerships is required to manage relationships with some of UnLtd's key partners and stakeholders in the UnLtd Connect mentoring programme. There is considerable scope to use initiative and bring new ideas to this role.

The Mentoring Coordinator will:

- Develop, maintain and continue to build a strong and effective network of active business mentors and volunteers within the UnLtd Connect network, that enable the social entrepreneurs supported by UnLtd and other partners involved in the Leeds LEGI programme to progress and become more sustainable in their operations.
- Identify, research and approach organisations in the public, private and third sector for the purposes of partnership with UnLtd.
- Coordinate effective internal communications with UnLtd Development Managers in the Bradford office to ensure their active engagement and timely referrals of social entrepreneurs to the UnLtd Connect services.

Key Tasks Include:

1. Build a network of individuals and organisations primarily in the Leeds LEGI and surrounding areas - across the third, public and private sectors who will partner with UnLtd to deliver volunteer support to social entrepreneurs, to include:
 - Implementing and managing the recruitment and screening process of new business mentors and volunteers through different channels (eg. website, referrals from staff, existing mentors and events etc.)
 - Reviewing, developing and implementing a matching process between social entrepreneurs and appropriately skilled business mentors and volunteers, using selection criteria based on professional expertise, sector experience, personal interests and motivation and geographical location;
 - Reviewing and developing the support materials available to business mentors and volunteers (in the form of a handbook/manual) to ensure efficient relationship management, including clearly identified expectations, roles and responsibilities, terms of engagement and online resources.
 - Reviewing and developing a feedback mechanism to manage issues arising from mentoring relationships eg. exit strategies, conflict of interest, peer to peer learning between business mentors
 - Developing and maintaining mentor retentions strategies to include:
 1. Networking events for peer to peer support
 2. Training of mentors and volunteers where relevant
 3. Private dinner events or token gifts.
 4. Annual celebration event
 - Optimising the use of online resources through Linked In and UnLtd World to facilitate the exchange of experiences, skills and best practice between business mentors and volunteers in the UnLtd Connect network.
 - Managing and updating an internal database to ensure data and updates on all mentoring relationships is captured in a centrally accessible place.
2. Supporting the Manager of UnLtd Connect in the development of compelling promotional and marketing material, aligned to the UnLtd Connect brand and values, to ensure a strong profile within the sector in Leeds LEGI and surrounding areas.
3. Developing and implementing a series of networking and business surgery events.
 - Working with UnLtd staff in the Bradford and Leeds region to define the format and schedule of networking events to be delivered, source appropriate trainers, facilitator, speakers, material, etc.
 - Working with business mentors and volunteers to define the format for mentor training sessions to be delivered, source appropriate trainers, facilitator, speakers, material, etc
4. Ensuring effective communication between UnLtd departments and the UnLtd Bradford office with respect to the UnLtd Connect programme, specifically developing and implementing quality systems and processes, to enable Development Managers to effectively manage relationships with business mentors and volunteers.
5. Fulfil any other duties as may be required to successfully deliver this job.

Candidate Profile

Essential experience/skills:

- excellent interpersonal skills, with significant experience of building, managing and sustaining relationships with senior executives and partner organisations from the private sector and third/public sectors
- self motivated and able to take initiative
- highly organised and efficient
- excellent planning skills, ideally in project and/or programme management and delivery
- demonstrable experience of events coordination, management and promotion
- all the basic IT skills, especially MS Office, and experience of how to maintain databases, ideally salesforce

Highly desirable

- experience of running volunteering and/or mentoring programmes
- experience of raising corporate sponsorship and/or writing funding bids
- understanding of the charitable sector
- comfortable delivering presentations and public speaking
- experience of working with social entrepreneurs
- a background in business development

Personal qualities:

- You are motivated, committed and have a deep empathy with UnLtd's objectives
- You have high personal integrity and professionalism
- You are a self-starter who takes initiative, is results focused and delivers high-quality & timely results
- You are able to relate to different types of people and build effective and valued working relationships
- You are confident in taking decisions based on your own judgement
- You are able to balance multiple demands
- You have a flexible approach to the job combining energy, enthusiasm and a will to succeed, to make UnLtd Connect the best-in sector
- You are creative, resourceful and a good negotiator
- You are methodical, well-organised and efficient in your working practices
- You are willing to travel regularly across the UK