**Charity Mentors Sussex CIO**

Project Co-ordinator/Co-ordinator– Job Description

Duties:

1. Promote and ‘champion’ CMS throughout the county, attending networking meetings as appropriate.
2. Liaise with CVS partners across Sussex promoting the opportunity for mentoring amongst their membership.
3. Organise profile events in the community at least annually, highlighting our work, obtaining corporate sponsorship as appropriate.
4. Recruit and interview new mentees; managing their onboarding and allocation to a mentor.
5. Identify and propose potential new volunteer mentors and, subject to trustee approval, manage their appointment and induction.
6. Convene and chair mentor meetings (either face to face or remotely) on a frequency to be agreed, in order to manage the volunteer mentors via project updates at these meetings.
7. Manage issues relating to any difficulties with mentor projects and report to trustees as appropriate.
8. Maintain and develop the charity’s record of contacts, funding applications and mentoring projects.
9. Manage the website and social media content.
10. Manage marketing budget ensuring CMS have print collateral to support our profile.
11. Keep a record of when reports need to be generated to give feedback to funders.
12. Manage the end of each project by issuing and monitoring receipt of feedback documentation from both mentor and mentee.
13. Attend and contribute to quarterly trustee board meetings ensuring that trustees have papers and the agreed key performance indicators in advance.

Chantal Wilson DL

Chairman, Charity Mentors Sussex

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21st August 2024.