

JOB DESCRIPTION

Job Title:	Mentoring Lead
Job Level:	Level 3
Reports To:	Head of Leadership & Management Programmes
Date Reviewed:	July 2020

About Be the Business:

Having been asked by the chancellor in 2015 to dig deeper into Britain's productivity problem, Sir Charlie Mayfield brought together some of the brightest minds in UK plc to approach the problem in a different way.

The "How Good Is Your Business Really" report called for a business-led response to the UK's productivity challenge and identified improving SME management and leadership capability as the key to change.

Led by Sir Charlie Be the Business was launched in November 2017 with funding and support from the UK government and some of Britain's leading companies. We work with the entire business community to share what works for today's best businesses with every company that wants to learn and improve.

Job Purpose:

The Mentoring Programme Lead has ultimate responsibility for delivering the Mentoring programme and all associated mentoring product offers. The Mentoring Lead will provide strategic direction and oversight of the mentoring products, leadership of the mentoring team and suppliers and overall management of the programme. The Mentoring Lead will work closely with the Head of Leadership and Management to ensure an integrated offer across all Leadership & Management products. Core to the role will be effective programme management to ensure successful delivery against budget, targets and plans. The Mentoring Lead will hold responsibility for Mentor and Mentee Acquisition working with delivery partners, Corporate Partners and others ensuring a clear pipeline of mentors and mentees, linking into regional plans alongside national delivery. The Mentoring Lead will work closely to ensure there is clear line of sight for the Partnerships team on commitments and areas of focus and priorities.

Key Responsibilities:

- Responsible for overall leadership and delivery of mentoring programme, delivery against plans and targets
- Provide strategic leadership of delivery partners ensuring successful delivery against contract and acting as an escalation point for Mentoring Delivery Manager
- Chair Partner Performance meetings, ensuring ownership of data quality and progress on delivery
- Develop vision and delivery model for Mentoring to enable integrity of programme and scale
- Provide leadership and direction for Mentoring team supporting delivery, resourcing, development
- Work with Partnerships to ensure the pipeline is visible, issues raised in a timely manner, effective reporting and communications to ensure delivery of Gift in kind is on track

- Subject Matter expert on Mentoring evaluating best practice, identifying partnerships and on-going evolution of offer
- Responsible for mentor and mentee acquisition strategy and plan, working closely with Comms and Marketing and Partnerships to achieve a managed pipeline for MfG & RRC
- Work with Head of Leadership & Management to ensure an integrated offer, managing dependencies, innovation and integration opportunities
- Lines manages Mentoring Delivery Manager, Mentoring Acquisition Manager and Mentoring Project Manager

* Please note this is not an exhaustive list of responsibilities and may be revised from time to time as per business needs.

Skills / Competencies Required:

- Programme Management of complex programmes
- Proven experience of delivery programmes and change
- Senior Stakeholder at C-Suite level is critical to this role
- Understanding of leadership and development products
- Excellent time management skills and ability to multi-task and prioritise work
- Excellent communication skills both written & verbal
- Excellent organisational and interpersonal skills
- Effective engagement and presentation skills
- Alignment with BtB Values
- Degree level qualification