

## JOB DESCRIPTION

**Job Title:** Project Manager (Mentoring)  
**Job Level:** Level 4  
**Reports To:** Mentoring Lead  
**Date Reviewed:** July 2020

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### 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 Project Manager is a critical role in the Mentoring team supporting successful delivery of the Programme. The Project Manager is responsible for developing plans, scoping new areas of work, making improvements to the offer, management of the cohort of mentors, development of materials and collateral to support product delivery and quality. The Project Manager will develop plans to support the mentoring community and work with the SME Engagement Lead on supporting the mentee community. The Project Manager will also be responsible for working with the Mentoring Acquisition Manager on developing pipeline and onboarding plans to ensure effective delivery of targets.

### Key Responsibilities:

- Owner of overall delivery plan managing delivery against milestones and dependencies, reporting progress
- Support development of Mentoring offer for Mentors and Mentees – collateral, networking & development opportunities, forums
- Working with Mentoring Acquisition Manager develop overall pipeline plans, providing regular updates and tracking to ensure a co-ordinated and managed pipeline
- Support Mentoring Lead on managing risk, issues, planning ensuring robust programme plans across all activities
- Owner of mentoring stakeholders incorporating data and keeping data up to date on Salesforce
- Work closely with Evaluation & Insights team to scope and develop evaluation and monitoring plans
- Monitoring and developing reporting and management information in conjunction with key delivery partner to optimise programme and partner performance

\* 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:**

- Project Management
- Excellent time management skills and ability to multi-task and prioritise work
- Excellent communication skills both written & verbal
- Excellent organisational and interpersonal skills
- Attention to detail
- Excellent problem solving skills
- Collaborative team member
- Alignment with BtB Values
- Degree level qualification