**Mentoring Programme Coordinator – Job Description**

**Reports to:** Programme Manager, Sickle Cell Children and Young Persons Peer Mentoring Programme
**Salary:** £26,000–£27,500 per annum (depending on experience)
**Contract:** Full-time, 35 hours per week
**Location:** Hybrid – 1 or 2 days in the office per week

**Purpose of the Role**

To provide operational, administrative, and coordination support to the Sickle Cell Society’s peer mentoring programme. This role combines responsibility for mentor support, programme coordination, efficient administration, and communications/outreach. The post holder must be a self-starter, able to work independently and with initiative, while upholding the values of a youth- and community-led programme.

**Key Responsibilities**

**Programme & Mentor Support**

* Provide day-to-day support to Lead Mentors across London regions.
* Track mentor caseloads and assist the Programme Manager in balancing workloads.
* Support onboarding of new mentors and maintain accurate mentor records.
* Use initiative to identify gaps in mentor support and training materials.
* Liaise with the Programme Manager to ensure consistency and quality of programme delivery.

**Administrative Coordination**

* Act as the first point of contact for programme enquiries via email and phone.
* Manage programme records, calendars, meeting minutes, and scheduling.
* Process referrals by adding mentees to the relevant caseload sheets.
* Handle mentor timesheets and invoices, collating hours and preparing monthly submissions for finance.
* Maintain clear and organised filing systems, including safeguarding documentation.
* Produce accurate programme reports with minimal supervision.

**Outreach & Communications**

* Coordinate communication with external partners, stakeholders, and families.
* Support the creation and distribution of outreach materials (flyers, newsletters, basic social media posts).
* Represent the programme at outreach events, schools, hospitals, and community venues.
* Promote the programme across digital platforms and community networks.

**Financial & Reporting Support**

* Track programme expenses and maintain accurate financial records.
* Prepare monthly summaries to support budget reporting and funder requirements.
* Assist the Programme Manager with internal and external reporting deadlines.

**Person Specification**

**Essential**

* Proven experience in programme coordination and/or administration, or transferable experience in a similar role.
* Strong organisational and time-management skills, with excellent attention to detail.
* A self-starter, able to work independently, manage workload, and solve problems proactively.
* Self-motivated, reliable, and able to deliver consistently without close supervision.
* Excellent written and verbal communication skills, with a professional and friendly style.
* Confident using Microsoft Office, CRM systems, and digital tools (e.g. Canva, Mailchimp).
* Comfortable engaging with young people, families, and professionals from diverse backgrounds.
* Good understanding of safeguarding and confidentiality.

**Desirable**

* Experience in the charity or youth sector.
* Experience supporting volunteers or peer-led programmes.
* Knowledge of sickle cell disorder or other long-term health conditions.
* Experience with budget tracking or financial administration.

**To Apply**

Please complete the Application Form and send it to **mentors@sicklecellsociety.org** before the closing date. Applicants must reside in the UK. If you have any questions, please do not hesitate to contact us.

We welcome applications from candidates at different stages of their career, including those early in their journey or those looking to transition into the charity or youth sector.

**Closing date for applications: 29th September 2025**

**Interview date:** TBD via Microsoft Teams

*Please note: we reserve the right to close the application period earlier than the stated deadline if we receive a sufficient number of suitable applications.*