

PR Mentoring & Reverse Mentoring Programme Manager

Employer type: Permanent

Salary: £28,000.00 - £32,000.00 depending on experience

Hours: 09.00am – 05.30pm

Start date: ASAP

Reporting to: Head of Programmes

Location: London, with hybrid working (currently two days in the office).

Employer Pension Plan, combined minimum of 8% contribution

25 days annual leave plus bank holidays including Christmas

Are you passionate about mentoring and supporting students and early career professionals? Do you have experience in programme management? Are you looking to join a dynamic, award-winning charity with a mission to increase diverse talent within the PR and communications industry?

We are looking for an innovative Programme Manager for our mentoring and reverse mentoring programmes to join our team. The Programme Manager will have an understanding or experience of the U.K. PR and communications industry and the work that we do at the Taylor Bennett Foundation to increase ethnic representation in the sector. The Programme Manager will work directly with our partners and will also assist the Head of Programmes with our Elevate Leadership Programme across the mentoring element of that programme.

About the Taylor Bennett Foundation

The Taylor Bennett Foundation (TBF) is a UK-based charity that encourages diverse talent from Black, Asian, and ethnic minority backgrounds to pursue a career in public relations and communications. Established in 2008 by executive search firm Taylor Bennett, and founding partner Brunswick Group, the Foundation exists to increase greater ethnic diversity representation in the industry. What we do works. The Taylor Bennett Foundation has supported over 900 young people over the last fifteen years.

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Our Programmes**PR Mentoring Programme**

The PR Mentoring programme is a six-month programme for participants aged 18 and over who aspire to enter (or already work) the PR and communications industry. Practitioners,

drawn from our alumni and TBF network share their insights in the PR and communications sector, provide career development support for the job market and guidance and advice on how to progress in the industry.

The Taylor Bennett Foundation (TBF) and Chartered Institute of Public Relations (CIPR) Reverse Mentoring Programme

Our Reverse Mentoring Programme, in partnership with the CIPR, is a ten-month programme, that provides non-diverse executive leaders within PR and communications to learn more about ethnic minority lived experiences, challenges and insight into moving the industry forward with an ethnically diverse senior mentor working within the industry.

The role

The Programme Manager will manage the delivery of our PR Mentoring and Reverse Mentoring programmes. The successful candidate will play a pivotal role in helping participants attain their goals and objectives. You will be responsible for the planning, implementation and evaluation phases of each programme alongside delivering support to participants and managing relationships with our partners and supporting organisations.

Key relationships

The Programme Manager will build, establish and maintain good and professional working relationships with:

- Employers in the PR & Communications industry (agencies and in-house)
- Taylor Bennett Foundation student, graduate, and alumni network.
- Universities, careers services, relevant university societies and community organisations working with ethnically diverse people.

The Programme Manager's responsibilities for the PR Mentoring and Reverse Mentoring Programmes will consist of:

- Leading on all administration and organisation tasks related to the recruitment, marketing and advertisement of the PR Mentoring and Reverse Mentoring programmes.
- Managing the participant application, recruitment, selection, and matching process of the programmes
- Coordinating the launch events for the programmes
- Providing briefing and feedback sessions for mentors and mentees for the programme
- Communicating regularly, providing resources and pastoral care to each mentoring pair
- Manage programme expenditure within agreed budgets working closely with the finance manager.

- Evaluate the feedback from all participants and provide an end-of-programme report to share with the relevant stakeholders
- Tracking and monitoring the progress of mentees on the programme
- Developing regular updates to the senior team and quarterly reports to the Board of Trustees.

Marketing & social media

- Working with the internal team and external partners to ensure the Taylor Bennett Foundation online and social media content is current and appropriate for the PR Mentoring and Reverse Mentoring programmes
- Creating content showcasing the programmes for the Taylor Bennett Foundation website and quarterly update newsletter.

Alumni relations

- Keep up-to-date records of alumni contact details and career progression on our CRM system (Salesforce).

Person specification

Essential:

- Programme and/or project management experience
- Passionate about the benefits of mentoring and reverse mentoring programmes and their impact
- Experience in leading, managing and delivering multiple programmes
- Excellent written and verbal communication skills
- An understanding of the barriers that people from ethnically diverse backgrounds face in regard to securing employment, career progression and promotion.
- Knowledgeable in the challenges regarding the lack of ethnic diversity in the U.K. PR and communications industry.
- Ability to prioritise, work under pressure and deliver against set targets to agreed deadlines
- Strong commitment to equity, diversity, inclusion and belonging and alignment in the Taylor Bennett Foundation's mission
- Strong work ethic and demonstrated ability to multi-task
- Strong interpersonal skills with the ability to manage relationships with external partners, stakeholders and participants
- Demonstrable knowledge of and interest in issues surrounding diversity, equity, inclusion and belonging programmes.

Desirable:

- Demonstrable knowledge of and interest in issues surrounding social mobility

- Knowledge of Salesforce, Dropbox, Canva & Gmail is desirable but not essential

How to apply

Please send a tailored CV and cover letter to careers@taylorbennettfoundation.org (please place your name and the job title in the subject header). The cover letter should outline your skills and experience specifically relating to the person specification. CVs that are sent without a cover letter will not be considered.

Early applications are encouraged as interviews will be conducted on a rolling basis and we may appoint the most suitable candidate early and close applications in advance of the advertised closing date.

Application deadline: **Friday, February 16th 2024**, (09.00am)

Interviews week commencing **Monday, February 19th 2024**

Equal opportunities statement

Taylor Bennett Foundation is an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

If you require any reasonable adjustments during the recruitment process, please do specify within your application.