

## Program Manager - Mentorship

Wedu nurtures and invests in women's purposeful leadership journeys and mobilises catalytic allies and communities towards a feminist future. Since 2012, we have strengthened and sustained the unique leadership journeys of over 3,700 women from 29 countries across Asia by facilitating long-term mentorship, delivering leadership development training, convening support communities, and funding continuing education through Income Sharing Agreements. These women are inspiring individuals committed to changing the status quo and we believe this community of leaders- supported by gender equity allies from 94 countries around the world- has the power to achieve large-scale change.

At the heart of Wedu's approach to nurturing women's leadership is transformative, digitally-enabled, mentorship initiatives. To date, we have facilitated over 80,000 hours of mentorship for emerging women leaders, primarily through one-on-one, cross-cultural mentorship.

*"My mentor is my inspiration! She is always there for me to inspire me to reach my goals. I like to celebrate my successes with her. I learned a lot from my Wedu mentor, such as how to motivate myself, how to plan, and how to be resilient when I face problems. Our mentorship sessions are always motivational, energetic, and it helps me to tackle difficult situations with a positive approach."* - Channy, Cambodia

This is an exciting time to join Wedu. After celebrating our first decade of impact in 2022, we've recently undertaken a strategic planning process to shape our next chapter and are looking for highly motivated people who are innovative and thoughtful in their approach to getting things done and have a demonstrated passion for gender equity to join our remote-first team.

Wedu has been featured in:



### Your role

The Mentorship Program Manager will provide leadership for Wedu's signature mentorship initiatives, playing a pivotal role in scaling up this program within our new strategy. You will ensure the overall success of mentoring activities and spearhead strategic improvements and programmatic innovations that are evidence-informed and people-centred to achieve mentoring impact at scale. Working in close collaboration with the program team and Wedu's global community, the Manager will oversee the effective delivery of mentoring initiatives for women leaders and lead the roll out of our new program strategy: adapting our signature mentorship initiative for new demographics, forging strategic partnerships, and building Wedu's profile by engaging with external stakeholders in the gender equity ecosystem.

## **Responsibilities**

The Manager will be responsible for maximising the impact of all existing mentoring initiatives at Wedu and scaling up our impact through partnerships within our priority geographies of South and Southeast Asia within an active feminist practice. Responsibilities include:

- Lead scale-readiness processes, test model assumptions, and refine the scaling strategy, including setting goals, developing timelines, and monitoring progress
- Scope, establish and cultivate partnerships with mission-aligned organisations to extend the impact of our mentorship programs
- Grow Wedu's diverse and inclusive community of gender equity allies by leading mentor recruitment and selection strategies and processes
- Strengthen mentor engagement and retention, ensuring mentors are equipped to succeed by delivering robust onboarding processes, curating ongoing up-skilling opportunities, and ensuring timely support
- Ensure the effectiveness of Wedu's mentorship materials by monitoring and continuously improving the quality and standards of all program learning materials and developing new learning content and methodologies as-needed
- Mobilise resources for Wedu's mentorship initiatives, including prospecting new sources of funding, managing existing funding streams, and spearheading CSR engagements
- Coordinate knowledge management and MERL processes for mentorships at Wedu
- Lead a high-performing program team of staff, interns, and consultants
- Shape and support wider programmatic priorities and strategies at Wedu as a senior member of the program team
- Ensure program success and effectiveness by accomplishing other tasks, as needed.

## **Requirements**

We are seeking a talented professional with a sophisticated understanding of women's leadership development who is skilled in program management to scale up our mentoring initiatives over the next three years. The ideal candidate will be passionate about advancing gender equity, excel at cultivating dynamic partnerships, and have an entrepreneurial spirit and growth mindset.

## ***Qualifications and experience***

- At least seven years of relevant work experience with increasing levels of responsibility and demonstrated success in a similar role managing and growing high-impact programs
- Lived experience of mentoring is essential, as is prior experience designing and managing mentorship or similar leadership development programs
- Ability to think and work strategically and to translate strategic thinking into results
- Exceptional project management skills and a proven ability to lead complex and multi-dimensional initiatives
- Familiarity with using participatory, feminist, and human-centred design methodologies
- Proven ability to design and implement creative, evidence-informed program strategies and the flexibility to change should the plan or approach need course correcting

- Proven experience working effectively in multicultural teams and with diverse stakeholders
- Understanding of the gender equity ecosystem, preferably in South and Southeast Asia
- Familiarity with Monitoring, Evaluation, Research, and Learning (MERL) frameworks
- Fluency in English with the ability to communicate to a range of audiences in clear and compelling ways (both written and verbal)
- Proficiency in using Google's web-based office tools and Salesforce (preferred)
- Relevant tertiary-level qualification or equivalent industry experience

### ***Professional skills and personal attributes***

- Demonstrated commitment towards gender equity and advancing women's leadership
- Collaborative, with the ability to use systems-level thinking to see beyond your own work and balance multiple stakeholders and priorities
- Culturally aware and respectful, curious and sensitive about the cultures Wedu operates in
- Creative and proactive with the confidence to bring new ideas to the table and lead brainstorming, testing, and refining of new ideas and approaches
- An optimist who is self-motivated, independent and has a can-do attitude with a proven ability to work autonomously as part of a geographically distributed team.
- Entrepreneurial and not afraid to take ownership, showing audacity and resourcefulness in identifying and acting upon opportunities for impact; you are also flexible and comfortable with ambiguity and able to thrive in a dynamic and fast-paced environment
- Skilled and inspiring communicator – both a great listener and effective speaker and facilitator and confident in leading workshops/ trainings
- Confident and resourceful when reaching out to new people, you enjoy developing relationships with a wide range of stakeholders

### **Organisational arrangements**

This full-time position is fully remote and open for all candidates based in Asia. It is being recruited through Wedu (Thailand) Foundation and the Manager is expected to have at least 5 hours of overlap with ICT (UTC+7) during their usual working hours. The starting salary for this position is USD 2,000-2,500/month, plus benefits, and remuneration will be set in line with the candidate's experience and skill levels. Benefits include flexible working arrangements. We expect a minimum commitment of 24 months (extendable) with a five-month trial period.

### **Apply**

We are looking to fill this position immediately and are reviewing applications on a rolling basis, so encourage interested candidates to apply at their earliest convenience, within the priority application deadline of 31 August 2023. Interested candidates are invited to apply through our [website](#) and upload an updated CV and cover letter detailing how their skill sets and past experiences will enable them to excel in this position. Qualified candidates will be contacted via email for the next steps in the selection process. Due to the number of applications we receive,

please note that you will only be contacted if you are shortlisted. If you experience any problems submitting the application, reach out to [talent@weduglobal.org](mailto:talent@weduglobal.org).

Wedu is committed to cultivating a culture of inclusive leadership and building an organisation that is representative of the communities we serve. We celebrate the individual differences, life experiences, knowledge, self-expression, and talent that each person brings. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ancestry, ethnicity, race, sex, gender identity and expression, sexual orientation, age, religion, marital status, disability, and beliefs.