

Mentoring Programme Co-Chair

Your Contribution to PrimeTime's Vision

As the Mentoring Programme Co-Chair at PrimeTime, you will play a pivotal role in educating, inspiring, and empowering women of diverse generations. Your mission is to instill core values, attitudes, and skills essential for quality leadership. By fostering mentoring conversations and organising enriching events, you will enable our members to advance their careers, achieve personal growth, and build meaningful professional relationships.

Your Main Responsibilities

- **Programme Development:** Create and oversee a dynamic Mentoring Programme that includes mentoring conversations, workshops, panel discussions, and networking events. Ensure the programme covers various aspects of career and personal development, professional advancement, and unique areas of professional experience.
- **Mentorship Pairing:** Facilitate the pairing of mentors and mentees based on their goals, interests, and needs. Monitor and support mentoring relationships to ensure they are productive and mutually beneficial.
- **Mentorship Resources:** Develop and curate resources, guides, and materials to assist mentors and mentees in their mentoring journey. Provide ongoing support and guidance to both mentors and mentees.
- **Event Coordination:** Organise workshops, panel discussions, and networking events focused on mentoring, leadership, and empowerment. Collaborate with speakers and panellists to deliver engaging and informative sessions.

- **Community Building:** Foster a sense of community among programme participants. Encourage networking, knowledge sharing, and collaboration among mentors and mentees.
- **Programme Promotion:** Work closely with PrimeTime's marketing team to promote the Mentoring Programme within the PrimeTime community and beyond. Attract potential mentors and mentees to join the programme.
- **Feedback and Evaluation:** Collect feedback from programme participants to continuously improve the Mentoring Programme. Evaluate the impact of mentoring relationships on career and personal development.
- **Diversity and Inclusion:** Ensure that the Mentoring Programme is inclusive and accessible to women from various backgrounds, industries, and career stages.

We Want to Hear From You If You...

- Are passionate about educating, inspiring, and empowering women in their leadership journeys.
- Possess experience in mentoring, coaching, or facilitating personal and professional growth.
- Have excellent interpersonal and communication skills to facilitate productive mentoring relationships.
- Value diversity and inclusivity and can create an environment that welcomes women from different backgrounds.
- Are skilled in event coordination and programme development.
- Embrace the importance of mentorship in personal and professional development.

Time Requirement: Approximately 14h/month (flexible)

- Programme management and back office work: 5h
- Team meetings: 1h call and/or 1h f2f meeting
- Engagement with Coaches/ workshop facilitators: 2h
- Communications, Marketing, Social Media: 2h
- Events/programme sessions: 4h

For further details, kindly reach out to the Volunteer Coordinator at: volunteer@primetime.org.sg