



Working group member: CFA UK Mentoring Programme Working Group

No of member volunteers	4
Timeframe	1 September 2019 to 30 November 2020
Commitment	40 hours
Reports to:	Network Steering Committee
Deadline for Applications:	Monday 23rd September

We are looking for a new Lead and three new members for the CFA UK Mentoring Programme working group to continue the implementation and delivery of a successful Mentoring programme in 2020. The Lead will report into the Network Steering Committee, coordinate a team of [6] working group volunteers and oversee the end to end delivery of the programme with support from CFA UK staff. Following a successful pilot, we are increasing the number of members in the working group as we increase the size and scope of the programme.

Purpose of CFA UK Mentoring Programme working group

The working group is responsible for overseeing the strategic direction and administration of the CFA UK Mentoring offering which currently runs annually. Applications for the 2020 programme are provisionally scheduled to open in December 2019. This is a great opportunity to directly impact the professional development of CFA UK members.

Main activities:

- Sustained delivery of the Mentoring offering
 - Setting the programme criteria and deadlines, advertising to members and streamlining processes.
- Administration of the programme
 - Reviewing applications, matching participants, monitoring progress, and reviewing and incorporating feedback.
- Marketing to increase member awareness of the CFA UK Mentoring Programme
 - Promoting the programme to members through organising events and social media channels.
- Improve use of IT and systems
 - Increase the efficiency of the application and matching process.
- Implement, deliver and improve training for participants, with focus on Mentors
 - Provide ongoing support to participants.

Who are we looking for:

- Enthusiastic members who can strengthen and continue the delivery of the programme.
- Availability for around eight meetings throughout the membership year with a busy period between January and April plus work to move ideas forward between meetings.
- Ability to work with a group to shape ideas.
- Members with experience of participating in Mentoring programmes (not essential).

What you will gain:

- Ability to drive the CFA UK Mentoring programme and deliver the strategy and focus for future years.
- Build your profile within the CFA UK network of volunteers, the wider membership, and the industry.
- Develop leadership, communication and teamwork skills.



- Recognition for your contribution in delivering and promoting mentoring services to the membership.
- Opportunity to meet and network with other like-minded investment professionals
- Volunteering brings a “shared experience” that has long-lasting benefits for your career.

If you are interested in applying for this opportunity, please download the Volunteer Application form and return it along with a copy of your CV to volunteer@cfauk.org

Deadline for applications: Monday 23rd September 2019