**Mentor Role Description**

**Background**

The Scottish Women’s Budget Group (SWBG) advocates for a gender equal economy in Scotland and has campaigned for over 20 years for gender budget analysis in the Scottish Government and local authority budgets. It seeks to promote equality through gender budgeting in order to build a fairer and more equal Scotland.

With funding from the Scottish Government Equality and Human Rights fund the SWBG is running a project with local authorities and civil society partners entitled Theory to Action.

**About the project**

This project aims to support greater use of gender budgeting tools in local decision making in Scotland to reduce inequalities. The project will do this through two routes: supporting capacity building and awareness raising within Local Authorities; and directly working with women and civil society organisations.

Our aim over the course of this project is to work with five Local Authorities to embed intersectional gender budget analysis within decision making processes through a series of bespoke training and mentoring support in order to reduce inequalities in local areas.

**About the pool of mentors**

We are looking to build a pool of mentors whom we can call on to deliver specific mentoring support on our project Gender Budgeting from Theory to Action. This role will be engaged on a freelance basis.

The role will involve working with Local Government departments to support their gender budget analysis. Mentoring support will be provided to Council officials following training as a way to embed learning and provide practical support in day to day work. The exact responsibilities will vary with each area and will be agreed at the start of each support project.

Requirements

* Understanding of gender budget analysis and tools that can be used to deliver this;
* Practical understanding of gender and thematic areas (for example housing, transport, care services, climate action plans);
* Understanding of Equality Impact Assessment processes and use of data at local level;
* Ability to communicate complex ideas in an understandable and practical way;

Desirable

* Experience of mentoring or coaching;
* Understanding of Local Authority budget processes.

**How we work**

Mentoring requirements will be identified with Local Authorities and a call out to the pool of mentors will be made on each support project.

You will be provided with a brief including desired outcomes from the work and we will hold a preparatory meeting to go through this brief and the work with the Local Authority to date. The mentor will then be responsible for organising mentoring sessions with an identified Local Authority contact. The mentor will establish a learning log to be completed by both mentor and mentee for each session to support learning both with individuals and across the project and we will hold a debrief discussion at the end of the support project, again, to inform learning of the project.

Optional attendance at group mentor meetings throughout the course of the project to share experiences.

**Remuneration**

The rate for freelance mentoring is £500 per day (pro-rata). We envision each opportunity will take 3-5 days over the course of a number of weeks, including pre and post-session work.

We envisage delivery online, unless otherwise agreed.

**How to apply**

If you would like to be considered for the SWBG Pool of Mentors (Gender Budgeting with Local Authorities), please send your CV and a short letter of motivation outlining why you wish to join the Pool of Mentors, any thematic areas of interest and how you meet the requirements listed above to recruitment@swbg.org.uk

We recognise that people from certain backgrounds are underrepresented in the spaces in which SWBG works and we are committed to doing what we can to correct this. Applicants who are unsure if they meet the requirements of the role are encouraged to get in touch to discuss their suitability – please email sara.cowan@swbg.org.uk and we will be happy to have a conversation.

We are recruiting mentors on a rolling basis.