



## JOB DESCRIPTION

**Job title:** Changemaker Mentor Volunteer

**Location:** Berlin and or located near our Awardees. There current locations are: Amman, Jordan; Istanbul, Turkey; Palestine Jerusalem/Ramallah; Pakistan Islamabad; Sweden Stockholm - More Awardees will join the programme.

**Purpose:** The Changemaker Mentor will build a strong relationship with the Awardees, help them to achieve their goals, creating visibility for their projects as well as monitoring outcomes.

**Reporting to:** Programme Lead

**Commitment:** Once year - part time / flexible working hours approx. 15- 20h month per Mentorship

**Starting Date:** ASAP

This is an incredible opportunity to work closely with an innovative Charity that supports people directly on the ground. You will see the work that you do make an immediate impact on the social projects with vulnerable people. You will work directly with a diverse range of changemaker fellows in your region, or remotely with the ability to exercise a large amount of autonomy within your role.

### Overview of Capoeira4Refugees

Capoeira4Refugees works with refugee communities and particularly traumatised children and youth using the Brazilian art/sport of capoeira to bring psychosocial benefits such as increased self-respect and reduced levels of violence. Capoeira4Refugees was founded in 2007 working with street children in Syria . C4R has been active in the West Bank, Palestine, since 2011 in Jordan since 2014 and Germany since 2018. We have also launched an online platform and a vast network of partner organisations supporting/awarding social projects and 'fellows' globally.

For further information please see <http://www.capoeira4refugees.org/>

### Role Overview

The position will be the primary point of contact for relationships with selected Changemaker fellows and potential candidates.

The position of the Changemaker Mentor is a very hands-on practical job, where you must be self-motivated, passionate and responsive, with the ability to be flexible and patient. This is a fundamental support position for local people on the ground. It is essential to have a very good understanding of the circumstances of the people you will support and create a real relationship that is based on trust, then to support their goals with your skills and our network.

During the latter part of 2017, C4R has undergone a change in strategic direction and effort has gone into to collecting best practices, lessons learned, and stories of impact as it relates to the beta phase of the Changemaker Grassroots Fellowship Programme. Significant effort has also been made to build and nurture C4R's global network of fellow capoeira social projects through the Changemaker's hub.

[www.Capoeira4Refugees.org](http://www.Capoeira4Refugees.org)

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Historically, C4R has implemented and run on-the-ground capoeira training projects through the Middle East region since 2007. Since the closing of the Jordan office in 2017 C4R strategic direction is focusing on creating an 'Eco System' of support for social capoeira projects around the world.

In this position, you will step into an exciting role to interact closely with our Changemaker and guide them on their journey to direct their passion and enthusiasm for capoeira towards a deeper impact on the community with whom they work.

Your feedback will be essential and will be incorporated into C4R's strategy and execution of the programme. You will ensure that information like monitoring and evaluation data; photos, updates, and milestones as well as long-term vision and goals of the Changemakers are summarised and shared in a transparent manner.

## Main Responsibilities

### Mentoring

- ✦ Primary point of contact for relationships with selected Changemaker fellows and potential candidates.
- ✦ Ensure overall support for Changemakers on-the-ground depending on their needs which can vary but there are patterns: Networking with other groups and supporters, creating visibility around their projects, supporting with administrative duties like using the Data collection App, Social Media and Invoicing, copy writing and support with campaigns.
- ✦ Ensure that C4R's curriculum is being followed by the Changemakers.
- ✦ Refer possible applicants and projects to the appropriate C4R project lead and assist with recruitment of potential social projects joining the hub.

### Communication

- ✦ Ensure proactive and regular communication (build real friendships) with the Changemaker fellows and provide mentoring support to selected applicants and fellows.
- ✦ Manage relationships with C4R Changemakers and regularly facilitate individual and group check-in calls and meetings.
- ✦ Ensure regular communication with the project lead.
- ✦ Raise visibility of their projects

### Monitoring & Evaluation

- ✦ Facilitate the Most Significant Change sessions with all the Changemaker fellows on a quarterly basis and send completed stories to the project lead in a timely fashion.
- ✦ Provide the C4R team with monthly status updates and ensure effective information management practices.
- ✦ Ensure that fellows are submitting qualitative and quantitative data in a timely fashion.
- ✦ Provide weekly quantitative data (through the APP) and share selected monthly qualitative data (pictures, film, stories and updates)

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### Time breakdown of responsibilities:

Responsibility	(Average hours per month)
Hours mentoring one fellow	8
Reporting	4
Sharing engaging content and ensuring proper follow-up	4
Other administrative tasks (as needed)	4
<b>Total</b>	<b>20</b>

### Person Specification

#### Essential

- ✦ Natural sensitivity to others. Understanding needs and advocate for changes on their behalf. Empower Changemakers to become their own advocates and through this, improve their access
- ✦ Excellent communication and mentoring experience, personable, friendly and engaging.
- ✦ Able to work independently
- ✦ Excellent spoken and written English. Mentees mother thong
- ✦ Has lived and worked in conflict zones.
- ✦ Excellent understanding context in war and conflict zones.
- ✦ IT literacy experience.
- ✦ Understanding of Start-up's mentality.
- ✦ Commitment to and passion for C4R's work.
- ✦ Willingness and self-driven to learn (basic) Capoeira.
- ✦ Understanding of the role capoeira can play in a development context.
- ✦ An ideas person!
- ✦ Social media savvy.

#### Desirable

- ✦ Experience working in the international development sector.
- ✦ Master Degree in Social Sciences, International Development, Middle Eastern studies or related studies
- ✦ Experience with youth and sport programmes.
- ✦ Experience in managing people.
- ✦ Conversational level in Portuguese, Spanish, and/or French.

#### To Apply:

Send your application with the subject line 'Applying for Changemaker Mentor' including the following:

- a current CV of no more than 2 pages – please highlight language skills
- a Cover Letter of no more than one page

Email your application to [jobs@capoeira4refugees.org](mailto:jobs@capoeira4refugees.org). Capoeira4Refugees will only contact short-listed candidates.

\*Applications that do not follow this procedure will not be considered.

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