



WOMEN IN PROPERTY MENTOR TRAINER & PROGRAMME COORDINATOR

About Women in Property

Women in Property is a vibrant membership organisation for women working in the property and construction industry. Our aspiration as an organisation is to recognise excellence, encourage up and coming talent and nurture the role models of tomorrow. We actively seek an industry that is balanced, diverse and inclusive. Our values are founded on fairness, inclusion and social responsibility. The membership is bound by a collective aspiration to grow awareness around equality and gender parity across the property and construction industry.

Key headlines

- Formed in 1987
- Over 1,600 members, at all stages in their career and from all disciplines
- Fourteen branches and Event Hubs across the UK from Devon & Cornwall, to the Midlands, Yorkshire & North East to Northern Scotland and Northern Ireland
- Driven by member volunteers
- Focus on Mentoring, Outreach, CPD, professional networking and industry influence
- Over 500+ events each year

We firmly believe that Women in Property is as relevant today as it was when it first launched, in 1987. The industry has taken some great strides forward and we celebrate the people and organisations who are working hard to bring about lasting change...but there is a way to go.

Women in this industry remain underrepresented and there is still a requirement for the metaphorical 'safe space'. The positive action that Women in Property propagates is very different to discrimination. Nevertheless, we look forward to the day when we, and organisations like ours, are redundant because they are simply no longer needed.

This doesn't mean that we will not change. Far from it. We recognise the need to sustain the organisation and ensure its relevance for the future.

In our Business Plan we have identified three pillars based around our brand value words Aspire, Succeed and Inspire which are integrated into everything we do. And we continue our commitment to three focus areas namely Outreach, Mentoring and Recognition, which form the basis of our ongoing activity.

Ultimately, all of this is about our members. We know that the majority joined Women in Property for the business networking and personal and professional development. These are a given. What has come as a welcome bonus for so many is the camaraderie, friendships and the sense of being part of a wider team. Like the organisation, these relationships are strong and enduring.

WiP Facts

- 539 events organised over last 12 months
- Approximately 14,000 event attendees
- 2,250 CPD hours issued
- 200 committee members across UK
- Eight Limited Board Directors (six Exec and two Non-Exec)
- 45,800+ followers on Linked In
- 142 students nominated for 2025 National Student Awards
- 62 Universities participating
- National committees for Outreach and Inclusion
- WiP People-Innovation-Place Summit #PIPbyWiP held every 18 months

About our Mentoring programme

Most of us, at some time or other in our careers, feel the need to talk to somebody who can offer guidance and a sympathetic ear.

Mentoring is a great opportunity to receive one-to-one, impartial guidance when you have a specific career goal. It is not therapy, counselling, teaching, coaching, sponsoring or being a best friend. Neither is it day-to-day advice on workload/projects.

A mentor is an informed, objective and supportive person who is outside your immediate workplace and can help identify and achieve your goals.

The mentee needs to have an idea of what she is hoping to achieve, whether it is promotion, a career move or a particular target in the workplace. Her objectives will guide the mentoring partnership.

Women in Property runs a mentoring scheme for its members. The mentoring programme is open to members who have taken part in one of our online training sessions. Further information on the mentoring scheme is available [here](#).

About the role

Women in Property is seeking a **Mentor Trainer and Programme Coordinator** to deliver and manage a structured mentoring programme for members.

Training Delivery

- Up to **5 virtual lunchtime sessions per year** (2 hours each)
- Up to **25 participants per session**
- Training for mentors and mentees
- Additional sessions may be required based on demand

Programme Coordination

- Manage mentor–mentee matching
- Coordinate with National Mentoring Administrator and Branch Mentor Ambassadors (BMAs)
- Coordinate with National Mentoring Administrator & Board Member responsible for Mentoring on strategic approach to creating efficiencies
- Coordinate bespoke sessions where needed
- Provide ongoing programme support and communication

Requirements

- Experience in mentoring programme delivery and coordination
- Strong virtual facilitation and organisational skills
- Ability to engage and support professional members

Deliverables

- Delivery of training sessions
- Effective coordination of mentoring matches
- Responsive programme management over the 2-year period

What we offer

We understand that loving where you work is vital. We work hard to create a culture that is supportive, inclusive and fun. We celebrate our differences and ensure everyone has a voice and is respected, valued, and heard.

Budget

The role would suit freelance consultant. The budget available is £1000 per training session equating to £5000 +VAT in total per year.

Submission

- Please include relevant experience, proposed approach, and fee structure.
- Please submit your application to mentoring@womeninproperty.org.uk

- Applications close - **Monday 17th August 2026 at 17:00.**

Contract

This is a fixed term contract commencing January 2027 and will run for two calendar years.

Addendum – supplementary information in response to queries raised:

- Women in Property have an established mentoring programme. The successful candidate will be invited to attend a training session to fully understand the format and are welcome to add their own input to this.
- Training sessions run for 1–1¼ hours with an additional 3-4 hours for the co-ordination of the mentoring matches. The time commitment is envisaged at 25 hours a year based on 5 training sessions.
- Tech support is provided by the Women in Property Exec Team. All training sessions and Mentoring Team meetings are hosted on the Women in Property Teams account.
- Mentees and mentors are trained together at the online sessions.
- The Mentoring Team:
 - National Mentoring Administrator – provides full admin support including organising and allocating training places, co-ordinating applications and feedback and providing communications / updates with mentees, mentors and within the Mentoring Team.
 - Branch Mentoring Ambassadors – review and agree proposed matches and communicate these with the mentees and mentors within their region as well as promoting the scheme to members.
 - Board Member – oversees and reports to the Board on the mentoring programme.