
Project based team member

African Caribbean Medical Mentors

Position Description

We have multiple services within ACMM - we run a yearly mentoring scheme, we host events, we facilitate outreach and attend events, and we make content for social media channels to promote our initiatives and showcase our work. This role would involve working across each of these teams, according to our demand for the service. During the early part of the year, this would look like getting involved in the preparation and creation of our mentoring program. It would involve being an extra contributor to the planning of our events, and it would involve supporting the social media team where necessary. We are looking for someone with a varied skill set in communication, time management and the willingness to work within all the services that ACMM currently provides.

This role is voluntary and reviewed after 1 year.

Organisational overview

African Caribbean Medical Mentors (ACMM) are an organisation that aims to realise the potential of current and future African and Caribbean doctors and dentists.

With a particular focus on enabling prospective students to make successful applications to medicine and dentistry, we provide a number of educational programmes, valuable resources and opportunities to receive insight into the profession. Through our ambassador network of over 400 current medical and dental students, doctors and dentists, we provide the unique opportunity to give back to students who look like them. We create and facilitate practical and exciting opportunities to counteract the barriers that many people within our community face.

Since 2017, we have impacted thousands of students and healthcare professionals. Our extensive network all work together to create a positive impact on the current and future community, and do so with integrity and passion. ACMM is a rewarding work environment, we provide recognition and

support at every stage. We would love to have you join our family.

To apply, please complete the google form on our website. www.acmedicalmentors.co.uk Deadline: 3rd July 2026

Job overview

The individual is responsible for organizing and planning as well as putting together the fine details for each event.

Responsibilities and duties

- To support our mentoring team with the creation of promotional materials, and support of our mentors and mentees
- To support our events team in the lead up to events with organisational and promotional work, and ensuring our post-event analysis is used to inform future events
- To support our social media team with the creation and posting of content
- To bring new ideas and concepts to the ACMM team, suggesting avenues for improvement and the execution of personal interests
- Support in the sharing of our monthly newsletter where necessary

Essential selection criteria

- Someone who is flexible and is happy to work according to the needs of the organisation
- Someone who is a team-player with good communication skills.
- Someone who knows how to apportion their time and can recognise the importance of meeting deadlines.

Desirable selection criteria

Someone with prior experience in volunteering within an organisation, who is comfortable with using social media platforms such as tiktok and instagram. Someone who can take ownership of their role and complete it to a high standard.

Organisational relationships

The individual will be working with the event communication officer, events lead and administrator. They may have to liaise with the social media team and marketing team to ensure events are marketed and promoted appropriately.

Time commitment

1-2 hours per week, which may fluctuate throughout the year depending on our ongoing projects.

Support available

All of our current team members are available for support, and you will receive an induction and guidance from our director Monique Wheatle. We also have two trustees - Shikila and Lara who have significant experience in ACMM and can support you with any issues you have or any on-going support you may need.