

Volunteer Vocational Mentor Role Description

Date:	28 July 2021
Role Title:	VME Volunteer Vocational Mentor
Program:	Vocational Mentoring Exchange Community Partnership with Youth Projects
Location:	Craigieburn / Online (COVID Pivot)
Timing:	Tuesday's 10-4 pm, <u>fortnightly for 6 one hour sessions</u> (14 Sep – 30 Nov 2021)
Reporting to:	Partnership Broker, Inner Northern Local Learning & Employment Network (INLLEN)

Role Description:

The Vocational Mentoring Exchange/INLLEN, is recruiting two volunteer vocational mentors to assist socially/economically disadvantaged young people (18-25 yrs) transition to work. Training is provided and mentors will draw from their rich and varied life and work experience to build aspirations, skills and confidence.

Working in partnership with local community organisation, Youth Projects, the VME mentors will support young people who are participating in Youth Projects' [Transition to Work](#) program. Meeting once a fortnight for six one-hour sessions from September to November, mentors will work one-to-one with their mentee. Sessions will likely cover goal setting, transferable skills and strengthen work readiness such as resume and cover letter writing, job searching and interview skills.

Who we are (the partner organisations)

The **Inner Northern LLEN** is one of 31 LLENs in Victoria whose vision is that all young people in our local government areas of Moreland, Darebin and Yarra are successfully engaged in education, training and employment. The focus is on creating area based strategic, sustainable partnerships that improve education, training and employment outcomes for local young people. The INLLEN coordinates the development and implementation of the Vocational Mentoring Exchange, a key initiative of the Inner Northern Youth Employment Taskforce (INJET).

Youth Projects is an independent, registered charity which provides front line support to young people and individuals experiencing disadvantage, unemployment, homelessness, alcohol and other drug issues. Youth Projects also helps those looking to re-engage with learning and employment. The *Transition to Work* program helps early school leavers and young people experiencing unemployment to gain the skills and confidence to transition into sustainable and meaningful employment and education.

Who you are

You have a positive attitude towards young people and education. You use a strengths based-solutions focused approach driven by principles of empowerment when mentoring young people experiencing marginalisation. You are calm and empathetic in nature, and demonstrate resilience in managing a range of behaviours by young people.

You have rich industry skills and experience, and are willing to share this knowledge in an accessible manner, using strong communication skills, conflict management, networking, and teamwork skills. You demonstrate a willingness to learn and adapt, as required, to support your mentee's personal skill development and work readiness capabilities. You are committed to the role and are available for the training, induction, mentoring and evaluation sessions.

What is the Vocational Mentoring Exchange

This unique resource for the inner north of Melbourne will bring together a pool of volunteers with diverse and wide-ranging working lives and lived experience to support young people's (16-25 years) transition to further education, training or employment. In the current climate of extreme youth unemployment, an opportunity to directly connect young people with local industry is critical.

The aim of the VME is to build a sustainable bank of volunteer vocational mentors (100) who can support young people across the region on their career pathway. Since its inception in 2020, the Exchange has developed the Mentoring Matters schools program and recruited entrepreneurial skilled mentors for the Youth Enterprise Hub schools program. Both focus on supporting socially/economically disadvantaged VCAL students. The Exchange is now developing three community partnerships to assist young people accessing vocational support through local agencies.

The Youth Projects mentor program and your role in it

The mentor program aims to assist young people participating in the *Transition to Work* program at Youth Projects to prepare for their transition into employment in a supported way by a professional who has lived industry skills and experience. You will work one-to-one with a mentee, building their confidence and helping them to overcome barriers to employment. Each situation will be different depending on who you are working with but mentoring sessions will focus on developing, reviewing and achieving goals.

- A matching process will be undertaken between the INLLEN and Youth Projects to establish the most suitable fit of Mentor and Mentee.
- At the first session, Mentor and Mentee start to get to know each other by completing a Volunteer Mentor-Mentee Agreement that sets out the goal/s for the 6 week program.
- Each session focuses on the agreed goal/s documented in the Agreement but Mentors will need to be flexible and realistic about what is possible according to the needs of the Mentee at the time. Sessions will likely cover topics such as goal setting, transferable skills and work readiness (job seeking, applying and interview preparation).
- At the end of each session, follow up actions are agreed and recorded in the Mentor Guide provided and the Mentor sends a short progress update to the Transition Coach.
- At the final session, an exit interview for both Mentee and Mentor will be undertaken by the Transitions Coach/Youth Employment Manager to not only discuss the progress made by the Mentee but also identify opportunities to strengthen the mentoring program.

Responsibilities and Authority

As a Vocational Mentoring Exchange mentor, you will be supported by and report to the INLLEN Partnership Broker. In their absence, the INLLEN Manager Transitions will assume this role. You are also encouraged to develop a strong relationship with Youth Projects who will supervise the mentoring program on-site.

Eligibility

- Volunteers must be over 18 years old, eligible to live and work/volunteer in Australia, and have a current Working With Children Check (WWCC).
- Volunteers should have Australian work and life experience and will include those who are midcareer, transitioning to retirement or recent retirees.
- Vocational Mentor Volunteers must be able to commit to the specified day and time of the sessions for the vast majority of the program.

Outcomes

As a result of the mentoring sessions, Mentees will strengthen:

- career planning
- work readiness skills – job searching, resume and cover letter preparation, interview skills
- understanding of workplace expectations
- strategies for personal networks
- knowledge and importance of goal setting, leadership, teamwork and other transferable skills
- real life application through discussions

Your Benefits

Volunteering is extremely satisfying, personally and professionally. The skills gained through volunteering are both diverse and transferable. While able to make a significant impact on a disadvantaged young person's life outcome, Mentors also gain skills in:

- Leadership
- Communication
- Problem solving
- Negotiation
- Active listening
- Creative thinking
- Non-judgment
- Team work
- Methodical and systematic thinking

Training

Unless having already completed, you are required to attend two VME online training sessions prior to commencing the role:

- Session 1: Wednesday, 1 September, 3:00 – 6:00pm Mentoring 101
- Session 2: Wednesday, 8 September, 3:00 – 6:00pm Vocational Mentoring Skills

Responsibilities

Adhere to VME, INLLEN and Youth Projects policies, procedures and Mentor Code of Conduct.

Location

The mentoring sessions will be held face-to-face at Youth Projects in Craigieburn, Melbourne. Due to COVID-19, social distancing and organisational policies, the mentoring sessions may be delivered remotely via Zoom.

Time Required

Your commitment is for 16 hours from August to December 2021, details as follows:

- Application Interview – 1hr
- Vocational Mentoring Training - 2x3hrs
- Youth Projects Induction – 1hr
- **Mentoring Sessions - 6x1hr**
- Focus Group Evaluation Session – 2hrs

How to apply

Download, complete and return the **VME Community Partnerships Mentor Application Form**
<https://inllen.org.au/vme/#cp>