

## Volunteer Vocational Mentor Role Description

<b>Date:</b>	25 August 2021
<b>Role Title:</b>	<b>VME Volunteer Vocational Mentor</b>
<b>Program:</b>	Vocational Mentoring Exchange Community Partnership with Himilo Community Connect (Himilo)
<b>Location:</b>	<b>Online / Heidelberg West</b>
<b>Timing:</b>	<b>Flexible, fortnightly/weekly 1hr sessions for 9 weeks (27 Sep –30 Nov 2021)</b>
<b>Reporting to:</b>	Partnership Broker, Inner Northern Local Learning & Employment Network (INLLEN)
<b>Role Description:</b>	

The Vocational Mentoring Exchange/INLLEN, is recruiting three volunteer vocational mentors to assist three socially/economically disadvantaged young people's (18-25 yrs) career transition journey. 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, **Himilo Community Connect**, the VME mentors will support multicultural young people who are participating in the Job Club program, and completing/have recently completed their university studies. Meeting once a week/fortnight for 9 weeks from September to November, mentors will work 1:1 with their mentee. Sessions will likely cover goal setting, transferable and work readiness 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).

**Himilo Community Connect** is a community led project that exists to improve education, employment, health and social cohesion outcomes for the Australian-Somali community of West Heidelberg. Conceived through a rigorous co-design process, Himilo is underpinned by social cohesion themes of belonging, social justice, participation acceptance and worth. Their work is supported by a wide range of partner organisations and services that share their vision and enable them to deliver a range of [programs and initiatives](#). The Himilo Community Connect project is a program of [Banyule Community Health](#).

### Who you are

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

You have relevant industry skills/role experience, in particular Human Resources/Business Analyst or Police Force, 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 and creative 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 Himilo Community Connect mentor program and your role in it

The mentor program aims to assist three undergrad/recently graduated young people to transition into work settings in a supported way by a professional who has relevant industry skills/role experience. You will work 1:1 with your mentee 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 Himilo 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 9 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 industry/role expectations, goal setting, transferable skills, 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 Program Coordinator.
- At the final session, an exit interview for both Mentee and Mentor will be undertaken by the Program Coordinator 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 Himilo who will supervise the mentoring program on-site.

## Eligibility

- Volunteers must be over 18 years old, eligible to live and work/volunteer in Australia, have a current Working With Children Check (WWCC) and National Police Check (INLLEN to assist with application if required).
- Volunteers must have relevant skills and experience to meet the needs of the mentees.

- 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

You are required to attend two VME online training sessions prior to commencing the role:

- Session 1: Wednesday, 15 September, 3:00 – 6:00pm Mentoring 101
- Session 2: Wednesday, 22 September, 3:00 – 6:00pm Vocational Mentoring Skills

## Responsibilities

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

## Location

Due to COVID-19, social distancing and organisational policies, the mentoring sessions will be delivered remotely via Zoom. When possible, the mentoring sessions may be held face-to-face at Himilo in Heidelberg West, Melbourne.

## Time Required

Your commitment is for up to 18 hours from September to December 2021, details as follows:

- Application Interview – 1hr
- Vocational Mentoring Training - 2x3hrs
- Himilo Induction – 1hr
- **Mentoring Sessions - 9x1hr**
- Focus Group Evaluation Session – 1hr

## How to apply

Download, complete and return the **VME Community Partnerships Mentor Application Form**

<https://inllen.org.au/vme/#cp>