



INDUSTRY CONNECT MENTOR

ORGANISATION OVERVIEW

Whittlesea Community Connections (WCC) is an independent, community-based organisation that works alongside the community to develop programs and services that respond to community needs.

WCC's vision is for a Whittlesea in which people and agencies work together to make a positive difference to their community, ensuring that everyone has equal access to the community's resources and services. The organisation's objectives are to promote access and equity by addressing disadvantage and by increasing opportunities for community participation. The agency provides services across six core program areas:

Information, support & referral	Volunteer Resource Service	Community Transport Service	Emergency Relief and Casework	Settlement support for refugees and new arrivals	Community Legal Service
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PROGRAM OVERVIEW

Industry Connect Mentoring is a project within the Settlement Services program. Our Settlement Team provides individual casework and group activities to assist new arrivals develop the confidence and skills to participate more fully in the broader community.

POSITION PURPOSE

Volunteer as a mentor to help a skilled person with migrant, refugee or asylum seeking experience build their confidence, skills and connections on their pathway to employment in Australia. Share your knowledge of industry-relevant job search skills and Australian professional expectations. This volunteer position is supervised by the Employment Pathways Worker

VOLUNTEER RESPONSIBILITIES

- Use 1:1 mentoring to empower the participant make progress on their employment-related goals
- Meet with the participant for an hour a fortnight, either in person or online
- Facilitate a workplace visit, networking event attendance or other industry-relevant experiences at least once during mentoring partnership
- Share responsibility with the participant for arranging mentoring sessions
- Complete short bi-monthly reports on the participant's progress against goals

VOLUNTEER KNOWLEDGE, SKILLS AND EXPERIENCE

- 3+ years' professional experience in Australia
- Currently employed or recently retired
- Interest in working with adults from other cultures and sharing knowledge of Australia
- Interest in learning about the refugee experience within Australia

ROLE LOCATION, DURATION AND TIME COMMITMENT

- Mentors will meet their participants at a kick-off event in Epping in February 2021.
- Additional events in Epping include networking mixer events in May and August and a graduation event in November. Attendance is strongly encouraged.
- Mentoring contacts can be a blend of face to face and online as agreed by the mentor and participant.



- All participants live in Whittlesea LGA. Mentors should work within Greater Melbourne.
- Mentoring partnerships are supported by WCC from February 2021 to November 2021.
- Mentors must make a time commitment of minimum two hours per month, to be agreed by mentor and participant, plus 10 minutes reporting time every second month. Mentoring contacts can be a blend of face to face and online.

TRAINING, SCREENING AND ADDITIONAL REQUIREMENTS

- Mentors need to exchange their contact details with their participant.
- Mentors are required to complete WCC training in cultural awareness, refugee experience, boundary setting, and reporting requirements. Training is planned for the end of January 2021.
- All WCC volunteers have access to free training related to their volunteering activities.
- Whittlesea Community Connections is a Child Safe organisation and all volunteers will be required to undergo a Working with Children Check and a National Police Check.
- Mentor screening will include an interview and a character reference check.

Volunteer signature

Supervisor signature

Volunteer name

Supervisor name

Date

Date