

Volunteer Position Description: Next Steps Mentor

Role:	Next Steps Mentor, volunteer
Time commitment:	<ul style="list-style-type: none"> • Approx. 1-2 hours per week for the first 3 months and one 1-2 hours every 4 weeks for the following 3 months • You will be asked to attend during office hours (around lunchtime) on two occasions, all other meetings are to be scheduled for a time that suits both mentor and mentee
Location:	198 Napier Street, Fitzroy OR a meeting place of choice
Reports to:	Community Programs Manager and Volunteer Coordinator
Contact:	Please direct applications and questions to Ruby Foley: ruby@fln.org.au 9417 2897

About Fitzroy Learning Network

Our vision is of a strong, fair, inclusive and engaged community.

Fitzroy Learning Network is a non-profit Neighbourhood House and Registered Training Organisation. Since the 1980s we have provided a wide range of programs and services to the Fitzroy community. We have a particular focus on refugees, asylum seekers, and people from migrant backgrounds. We recognise and use the strengths of our local community to create pathways to education, employment, wellbeing, and social connection.

We believe that the communities we support should be directly included in the way we work. For this reason, we strongly encourage applications from people from diverse cultural and language backgrounds, social housing tenants, Aboriginal and/or Torres Strait Islander people, LGBTIQ+ people, people with disabilities, and members of other marginalised communities.

We do not tolerate any form of discrimination or harassment from or towards staff, volunteers, or students. We are committed to providing a child-safe and inclusive environment. We have zero tolerance for child abuse.

For more information please visit our website www.fln.org.au

About this role

FLN is excited to begin a new program designed to assist women to achieve their individual employment, training and community participation goals. The aim of the program is to offer women from diverse cultural, socio-economic and non-English speaking backgrounds a 10-week course complemented by one-on-one mentor partnership that will guide them through the 'Next Steps' course.

Next Steps will help students to gain confidence in their existing skills and gain new ones to assist them to achieve their future employment goals in an Australian setting.

Volunteers will work individually with one student from the course to aid them in understanding the course material and to explore their individual aspirations.

Volunteers will receive training prior to commencing their role.

This is a fantastic opportunity for volunteers to offer meaningful support to help a student reach their goals.

Delivered as part of Adult, Community and Further Education (ACFE) Training.

Key responsibilities

- Assist an individual student to understand material taught in their 'Next Steps' course
- Assist an individual student to identify their goals
- Assist an individual student to identify advantages, skills and barriers that make employment pathways difficult for them.
- Develop a strong, professional and trusting relationship with your student
- Participate in a mentor training course prior to the program
- Assist with resume writing and job search
- Assist student to understand employment in an Australian setting

What you need for this role

Must have:

- Great listening and communication skills
- Knowledge of Australian workplace recruitment practises
- Knowledge of job seeking websites
- Ability to creatively and encouragingly explore your mentee's strengths and skills
- Empathetic and non-judgemental approach to working with others
- Can work respectfully with diverse people
- Acceptable result from a police check (paid for by us), Working with Children Check and referee check
(Please note: we consider all applications. We do not automatically exclude people with criminal records.)

Nice but optional:

- Ability to speak a language other than English
- Experience with employment coaching or similar

Why volunteer with Fitzroy Learning Network?

- Become a member of a volunteer team that supports your local community
- Experience cross-cultural learning and connection
- Develop new skills and use existing ones
- Starting and ongoing training opportunities offered
- We provide professional references to volunteers who commit for at least 3 months

How to apply

- Please email our volunteer coordinator Ruby at ruby@fln.org.au and tell us why you would be a great Digital Literacy Classroom Assistant, or drop into the office at 198 Napier Street to apply in person. Resume optional.
- Applications close **Thursday 8th April at 5pm**