



VOCATIONAL MENTOR ROLE DESCRIPTION

The Vocational Mentor Exchange has roles available for volunteers who are keen to develop positive intergenerational relationships with students in school settings, who are prepared to share their career journey and help students in undertaking VCAL with their career journey. Join us to make a difference to lives of young people in Glenroy, Coburg, Reservoir and Brunswick as they begin their career pathway.

Vocational Mentor Volunteer – In this role, you will develop a mutually cooperative and supportive relationship, focusing life and vocational skills and tasks with a small group of students over a defined and set period confined to school terms. A firm commitment is requested for the program duration with students and an additional week at the conclusion of the program for evaluation / focus group. (vocational mentors only)

As a Vocational Mentor you will be matched with a group (1 to 4) students which could be based on, but not limited to:

- Mentor life and work experience
- Students nominated career interests
- Social interests of the mentor and mentees
- Cultural considerations of the mentor and mentees

Eligibility:

Volunteers must be over 18 years old, eligible to live and work/volunteer in Australia, willing to obtain a Working with Children Check. Those with work and life experience, including those midcareer, transitioning to retirement and retirees will be vital for the program.

Vocational Mentor Volunteers must be able to commit to the specified day and time of the sessions for the vast majority of the Term.

Attributes/Skills:

A positive attitude towards young people and education
Good communication skills - competent written and spoken English
Demonstrate positive behaviours such as respect, patience, maturity and reliability
Willing to share personal work and life experiences.
Empathy and understanding of the challenges experienced by school-aged children
Commitment to the project
Local community business connections (Desirable)

Outcomes:

Through completing activities and engaging in discussion, VCAL students will explore:

- career planning
 - goal setting
 - resume refinement
 - strategies for personal networks
 - the importance of soft skills
 - real life application through excursions and incursions
- The program will conclude with student presentations and evaluation

Training:

It is compulsory to attend training.

Responsibilities:

Adhere to VME, EdConnect and INLLEN policies, procedures, code of conduct.

Responsible To: The designated Vocational Mentoring School Coordinator on a weekly basis with additional support provided by the EdConnect Vocational Mentor (VM) Liaison Officer and INLLEN VM Manager.

Location: **Inner North Secondary Schools and Education facilities.**

The sessions will be held in classrooms, with a school staff member in attendance. Due to COVID-19, social distancing and school policies, the program may be delivered remotely or face to face in the classroom.

Time Required:

- Attendance of an interview to participate in the initiative
- Attendance of compulsory Vocational Mentoring Training
- Set days and times as stated per school location
- 1 additional hour for school induction prior to commencing
- 2 hours post program completion to participate in a focus group for evaluation purposes

Online application form via link:

<http://inllen.org.au/wp-content/uploads/2020/04/Vocational-Mentoring-Volunteer-Application-Form.pdf>