

POSITION TITLE	Aboriginal and Torres Strait Islander Mentor
LAST UPDATED	April 2022
DEPARTMENT	State Team
REPORTS TO	State Manager
CLASSIFICATION	Mentor
DIRECT REPORTS	Nil
EMPLOYMENT STATUS	<p>For this position, it is a genuine occupational requirement that an Identified position be filled by an Aboriginal or Torres Strait Islander person as permitted by and arguable under Section 25, 104 and 105 of the Queensland Anti-Discrimination Act (1991).</p> <p>Under the Human Rights Act 2019 (Qld), AFL SportsReady has an obligation to act and make decisions in a way that is compatible with human rights and when making a decision, to give proper consideration to human rights. When making a decision about recruitment and selection, decision-makers must comply with that obligation. Further information about the Human Rights Act 2019 is available at <a href="https://www.qhrc.qld.gov.au/your-rights/human-rights-law">https://www.qhrc.qld.gov.au/your-rights/human-rights-law</a> and <a href="https://www.forgov.qld.gov.au/humanrights">https://www.forgov.qld.gov.au/humanrights</a></p>
ENVIRONMENT	<p>AFL SportsReady is a national not for profit employment and education company that has facilitated employment, education for thousands of Australians since 1994. While having a history of excellence in the football industry, we now work across sectors including the arts and creative industries, education, business and the broader sports and recreation sector. As part of this work, we support many trainees right across the country through our Group Training operations.</p> <p>We continue to increase our footprint through our growing Aboriginal and Torres Strait Islander employment program, the expansion of the work we do through our Registered Training Organisation, SportsReady Education, and our well established ArtsReady program.</p> <p>AFL SportsReady is governed by a volunteer Board of Directors, and has a passionate staff team of over 80 people. With offices in all states across the country, we enjoy excellent relationships with a range of corporate partners, all levels of Government and community.</p>
VALUES	<p>AFL SportsReady's values represent who we are, and what we hold as most important. Our values are:</p> <p><b>Respect</b> - we listen to and learn from others  <b>Excellence</b> - we strive for excellence in all that we do  <b>Pride</b> - we have pride in what we do and where we work  <b>Ethics</b> - we are ethical in our decision-making and behaviour  <b>Accountability</b> - we do what we say we will do  <b>Team</b> - together we are more than the sum of our parts.</p>
PRIMARY PURPOSE OF THE ROLE	<p>The primary purpose of this role is to support the safe and successful completion of our program participants. Our program participants are primarily undertaking traineeships while completing school, but also include school leavers who are completing full and part time traineeships, or are undertaking cadetships while completing tertiary studies. This role is responsible for mentoring and supporting Aboriginal and Torres Strait Islander program participants as well as other program participants as required. The key responsibilities of the role include:</p> <ul style="list-style-type: none"> <li>• Mentoring support;</li> <li>• Host employer support;</li> <li>• Cultural support;</li> <li>• Community engagement and program promotion;</li> <li>• Administration; and</li> <li>• Other Duties</li> </ul>
KEY RESPONSIBILITIES	<p><b>Mentoring support</b></p> <ul style="list-style-type: none"> <li>• Monitor the progress of trainees through face to face and non-face to face contact to support safe and successful completion of traineeships.</li> </ul>

- Provide advice and guidance to trainees, and direct employees on work performance, professional expectations, wellbeing and welfare.
- Provide advice regarding issues for Aboriginal and Torres Strait Islander participants (for example, regarding wellbeing, work-readiness, employment experience etc.).
- Assist with the organization of State-based Gatherings for Aboriginal and Torres Strait Islander participants.

#### **Host employer support**

- Manage and maintain strong relationships with current host employers by providing a high quality and responsive service, helping to resolve trainee issues as they arise.
- Provide advice and information to hosts regarding Aboriginal and/or Torres Strait Islander social and cultural protocols in order to meet the needs of First Nations program participations and build cultural capability within host organisations.
- Provide updates and feedback to hosts in relation to employment and education progress.
- Ensure trainees receive ongoing and appropriate workplace/ on the job guidance and coaching from host employers/ supervisors.

#### **Cultural Support**

- Provide cultural guidance to participants to support them to navigate the workforce while walking in two worlds while staying strong in spirit and cultural identity.
- Provide cultural guidance to participants to support them to build strong networks with community.
- Ensure that relevant information concerning Aboriginal and/or Torres Strait Islander social and cultural issues is readily available to host employers, AFL SportsReady and participants, where applicable.
- Provide advice and information to hosts regarding Aboriginal and/or Torres Strait Islander social and cultural protocols in order to meet the needs of First Nations program participants and build cultural capability within host organisations.

#### **Community engagement and program promotion**

- Support AFL SR to maintain and expand community networks, including visits to community organisations, schools and other community partners.
- Provide input to planning and coordinating community engagement activities.
- Maintain engagement and connect with Aboriginal and Torres Strait Islander communities and organisations across the state.
- Find new opportunities to engage Aboriginal and Torres Strait Islander communities to develop relationships and promote the services of AFL SportsReady.
- Provide timely and accurate advice and information on programs and services to program participants and host employers.
- Discuss future workforce needs with current employers to ascertain potential repeat business opportunities.
- Assist with development and presentation of information sessions and workshops and attend Careers Expos / Career Nights/ School presentations as required.

#### **Administration**

- Complete necessary administration accurately and on time (such as records of visits to trainees).
- Ensure administration is completed to a high quality;
- Contribute to broader State administration activities as required.

#### **Other Duties**

- The employee may be asked to perform other duties as required.
- This position may involve some after hours and occasional weekend work.
- This position requires regular regional travel across the State.
- The employee is expected to participate in key company activities such as annual strategic planning and reviews and state meetings.

#### **ESSENTIAL**

- Relevant qualifications and/or sector experience;
- Demonstrated experience in working with Aboriginal and Torres Strait Islander young people, preferably in a mentoring capacity;

QUALIFICATIONS,  
EXPERIENCE, SKILLS &  
VALUES

- A demonstrated understanding of the issues facing Aboriginal and Torres Strait Islander communities and young people;
- Highly collaborative style and excellent communicator;
- Willingness to undertake regular state based regional travel;
- Demonstrated initiative, ability to work autonomously and sound judgement;
- Demonstrated ability to follow systems and processes to maintain accurate records;
- Up to date Blue Card; and
- Current Driver's License.

**DESIRABLE**

- Relevant experience eg. case management, client management, training, employment services