

POSITION DESCRIPTION

Position:	First Nations Mentor
Department:	First Nations Programs
Location:	Hybrid
Reports to:	First Nations Program Lead
Direct Reports:	Nil
Last Update:	August 2024
Role Purpose:	The First Nations Mentor supports and guides First Nations participants to achieve employment and education outcomes, including high school students engaged in traineeships, young people completing full and part-time traineeships, university students undertaking cadetships and people transitioning into employment.
Duties and Responsibilities:	<p>Cultural Wellbeing and mentoring support</p> <ul style="list-style-type: none"> - Provide cultural guidance and support to ensure participants feel culturally safe when participating in AFL SportsReady programs. - Monitor participant progress through face-to-face and online interactions to support safe and successful engagement and employment and / or education outcomes. - Provide advice and support regarding work-readiness, professional expectations, and welfare. - Coordinate state-based gatherings for participants. <p>Host Employer Support</p> <ul style="list-style-type: none"> - Maintain Host Employer relationships by providing a high quality and responsive service, helping to resolve participant issues as they arise. - Provide advice and information to Host Employers regarding social and cultural protocols to meet the needs of program participants. - Provide updates and feedback to Host Employers in relation to employment and education progress. - Ensure ongoing and appropriate workplace guidance and coaching is provided to participants from employers (where applicable). <p>Community engagement, program promotion and support</p> <ul style="list-style-type: none"> - Support AFL SportsReady to maintain and expand community networks, including visits to community organisations, schools, universities, and other community partners. - Maintain engagement and connections with First Nations communities and organisations. - Source opportunities to engage First Nations communities to develop relationships and promote company services. - Assist with development and presentation of information sessions and workshops for program participants. - Attend careers expos, career nights, school presentations as required. <p>Administration</p> <ul style="list-style-type: none"> - Complete necessary administration accurately and in a timely fashion to a high quality. - Contribute to broader administration activities as required. - Provide input to planning and coordinating program activities.

General:	<ul style="list-style-type: none"> - The employee may be asked to perform other duties as required and is expected to participate in key company activities including state meetings. - This position will require regional travel, infrequent interstate travel and occasional after hours or weekend work. - Conduct all work responsibilities and duties in a safe manner, reporting any near miss, hazards or workplace incidents to People and Culture. - Consistently exhibit behaviours that reflect integrity and aligns to AFL SportsReady values.
Key Performance Indicators:	<ol style="list-style-type: none"> 1. 90% contact / site visits conducted within service delivery timeframes. 2. 80% satisfaction rate from participants. 3. 75% satisfaction rating from employers. 4. Minimum 80% participation in planned community engagement activities throughout the year. 5. 100% completion rate of accurate electronic notes entered within 48 hours of trainee / Host Employer contact.
Skills / Attributes:	<ul style="list-style-type: none"> - Ability to build rapport quickly and establish robust trust relationships with diverse stakeholders. - Highly collaborative style and excellent communicator. - Demonstrated initiative, ability to work autonomously and sound judgement. - Demonstrated ability to follow systems and processes to maintain accurate records. - Sound understanding of the contract requirements for Group Training Organisations. - Connection and commitment to vision and purpose of the organisation. - Ability to act as a brand ambassador for AFL SportsReady when working with stakeholders. - Effective written and verbal communication skills. - Ability and willingness to undertake regular travel for the role when required.
Experience:	<p>Essential:</p> <ul style="list-style-type: none"> - Relevant qualifications and / or sector experience. - Demonstrated understanding of issues facing young people and those from culturally and linguistically diverse (CALD) backgrounds including First Nations communities. - Demonstrated experience working with First Nations young people, preferably in a mentoring capacity. - Demonstrated understanding of historical and contemporary issues facing First Nations communities and young people. - Proficient with Microsoft Office suite of products. - Current Driver's Licence. - Current Working with Children Clearance. <p>Desirable:</p> <ul style="list-style-type: none"> - Relevant experience in case management, client management, training, or employment services.

EMPLOYEE AGREEMENT

I agree to abide by the company culture, and the responsibilities of this position. I agree to work towards achievement of all KPIs associated with this role.

Name

Signature

Date

COMPANY VALUES

AFL SportsReady's values represent who we are, and what we hold as most important.

- Respect** – *we listen to and learn from others*
- Excellence** – *we strive for excellence in all that we do*
- Pride** – *we have pride in what we do and where we work*
- Ethics** – *we are ethical in our decision-making and behaviour*
- Accountability** – *we do what we say we will do*
- Team** – *we work together and support each other*