

Volunteer Mentor Role Description

Role Title	VME Volunteer Vocational Mentor
Mentoring Type	In person mentor support (small group)
Partner Program	Youth Action Group (YAG)
Location	Bridge Darebin, 261 High Street, Preston (Waratah Room)
YAG Program Timing	Thursdays from May – October, 4.30pm – 6.30pm 11 sessions - meeting fortnightly
Mentor Program Timing	Mentor Induction on Thursday, June 19th, 5:30 – 6:30pm Mentoring sessions from July 3rd – October 23rd, 5:30pm – 6:30pm 8 sessions – meeting fortnightly during school terms Session dates: Induction: June 19 th Session 1: July 3 rd Session 2: July 24 th Session 3: August 7 th Session 4: August 21 st Session 5: September 4 th Session 6: September 18 th Session 7: October 9 th Session 8: October 23 rd
Number of Roles	3
Reporting To	Manager Industry Partnerships, Inner Northern Local Learning & Employment Network (INLLEN)

Role Overview

The [Vocational Mentoring Exchange/INLLEN](#), is recruiting 3 volunteer vocational mentors to assist young people (12-18 years) in Bridge Darebin's Youth Action Group (YAG) program.

Youth Action Group (YAG)

The YAG program connects young people from across Darebin, to learn new skills, and be part of planning of a Youth Summit later in the year. Young people will learn leadership, advocacy, and facilitation skills and discuss big issues that affect them, and lead events that create positive change in our community.

Working in partnership with local community organisation, [Bridge Darebin](#), three VME mentors will work with the YAG Project Leader to support young people during the fortnightly mentoring sessions.

The fortnightly sessions will cover the following: Leadership, advocacy, public speaking, teamwork & collaboration, conflict resolution, facilitation, event planning, marketing, and planning and then running the Youth Summit in October.

During this placement, participants will strengthen their project management skills as well as community development and engagement, working towards putting on a Youth Summit later in the year. Meeting once a fortnight for 1 hour, mentors will work with small groups of young people to establish and work towards

achieving the program and personal goals identified by the young person. These goals should support the completion of the YAG members role in planning the Summit.

Who we are (the partner organisations)

The **Inner Northern LLEN** is one of 31 LLENs in Victoria whose vision is that all young people in the Inner North transition successfully from education to meaningful post school options of their choice. The focus is on creating area based strategic, sustainable partnerships that improve education, training and employment outcomes for young people in the municipalities of Merri-bek, Darebin and Yarra. The [INLLEN](#) coordinates the development and implementation of the [Vocational Mentoring Exchange](#), with support from key funding partners – the Victorian Department of Education and the Inner North Community Foundation.

Bridge Darebin (Preston Neighbourhood House Inc.) is an innovative, not-for-profit community organisation based in Preston and Thornbury. Established in 1982, they are a registered charity and public benevolent institution (PBI), a certified [social enterprise](#) and a [Learn Local](#) organisation. Their work actively addresses some key challenges in the Darebin community, including training and employment pathways, positive ageing and social inclusion.

Who you are

You have a positive attitude towards young people and education. You use a strengths-based solutions focused approach driven by principles of empowerment when mentoring young people experiencing disadvantage or marginalisation. You are calm and empathetic in nature, demonstrating resilience in managing a range of behaviours by young people.

You have rich industry skills and experience, particularly in the community development, event development and management, social services, local government, advocacy, or similar areas. You are willing to share this knowledge in an accessible manner, using strong communication skills, conflict management, networking, and teamwork skills. You demonstrate a willingness to learn and adapt, as required, to support your mentee's personal skill development and work readiness capabilities. You are committed to the role and are available for the training, induction, mentoring and evaluation sessions.

What is the Vocational Mentoring Exchange (VME)

This unique resource for the inner north of Melbourne brings together a pool of volunteers with diverse and wide-ranging working lives and lived experience to support young people's (16-25 years) transition to further education, training or employment. In the current economic climate, an opportunity to directly connect young people with local industry is critical.

The aim of the VME is to build a sustainable bank of volunteer vocational mentors (100+) who can support young people across the region on their career transition journey. Since its inception in 2020, the Exchange has recruited 120+ mentors who have collectively contributed 2,400+ mentoring hours and impacted the lives of over 1100 young people. Thus far, VME volunteer mentors have been embedded in 49 school and community-based vocational mentoring programs, all of which focus on supporting less socially/economically advantaged or marginalised young people. For 2025, VME mentors will work closely with applied learning teachers to support 120 senior students in 6 partner schools, as well as working with young people accessing vocational support in community-based settings like Bridge Darebin.

Bridge Darebin mentor program and your role in it

The Youth Action Group will be made up of 10 young people (12-18 years) who have expressed their own interest in the group and then gained membership after an interview process. Mentees are remunerated for their YAG membership. Mentees will be supported by the Project Leader and mentors with lived industry skills and experience.

Working collaboratively with the Project Leader, you will support Mentees to strengthen their leadership, advocacy and event management skills. Each situation will be different depending on who you are working with. However, mentoring sessions will focus on developing, reviewing and achieving goals on the way to planning and running the Youth Summit in October.

- **At the first mentoring session**, Mentor and Mentees start to get to know each other by completing a Volunteer Mentor-Mentee Agreement that sets out the goals for the mentoring program.
- **Each individual mentoring session** focuses on the goal(s) documented in the Agreement, but Mentors will need to be flexible and realistic about what is possible according to the needs of the Mentee at the time.
- **At the end of each session**, follow up actions are agreed and recorded in the Mentor Guide provided, and the Mentor shares a short progress update with the Project Leader.
- **At the final session**, an exit interview for both Mentee and Mentor will be undertaken by the Project Leader to not only discuss the progress made by the Mentee but to also identify opportunities to strengthen the mentoring program.

Responsibilities and Authority

As a Vocational Mentoring Exchange mentor, you will be supported by and report to the INLLEN Manager Industry Partnerships. In their absence, the INLLEN Manager School to Work Program will assume this role. You are also encouraged to develop a strong relationship with Bridge Darebin's Project Leader who will supervise the mentoring program on-site.

Eligibility

- Volunteers must be over 18 years old, eligible to live and work/volunteer in Australia, and have a current Working with Children Check (WWCC)
- Volunteers should have Australian work and life experience and will include those who are midcareer, transitioning to retirement or recent retirees.
- It is desirable for the mentor to have experience in community development, event development and management, social services, local government, advocacy, or similar areas.
- Vocational Mentor Volunteers must be able to commit to the specified day and time of the sessions for the vast majority of the program.

Outcomes

As a result of the mentoring sessions, Mentees may strengthen:

- community development knowledge and skills
- project/event management skills
- knowledge and importance of goal setting, leadership, communication, teamwork and other transferable skills
- strategies for developing and maintaining personal networks
- real life application through discussions

Your Benefits

Volunteering is extremely satisfying, personally and professionally. The skills gained through volunteering are both diverse and transferable. While able to make a significant impact on a disadvantaged young person's life outcome, Mentors also gain skills in:

- Leadership
- Communication
- Problem solving
- Negotiation
- Active listening
- Creative thinking
- Non-judgment
- Teamwork
- Methodical and systematic thinking

Training.

Unless having already completed, you are required to attend two VME online training sessions prior to commencing the role: Mentoring 101 and Vocational Mentoring Goal-setting Skills.

Responsibilities

Adhere to VME, INLLEN and the Bridge Darebin policies, procedures and VME Mentor Code of Conduct.

Location

All YAG meetings will be held face-to-face at Bridge Darebin, Preston.

Time Required

Your commitment is for **17 hours from June – October**, details as follows, noting that training does not need to be repeated if you volunteer for both programs:

- Application Interview – 1hr
- Vocational Mentoring Training – 2 x 3hrs
- Bridge Darebin Induction – 1hr
- **Mentoring Sessions – 8 x 1hr**
- Focus Group Evaluation Session – 1hr

How to apply

See <https://vme.org.au/get-involved/community-based/> <http://inllen.org.au/vme/> for more information, contact details and to **APPLY ONLINE**.