

Director of Mentoring

About Out for Australia

Our Organisation

Out for Australia (OFA) is an organisation that empowers LGBTQIA+ people to thrive at work in the formative stages of their careers. Since we were established in 2013, we have been known for running Australia's largest career LGBTQIA+ mentoring program, having supported over 3000 people through the program. We run regular events around the country, including our annual 30 Under 30 Awards, we share and amplify our community's stories, and we connect our community together.

Our People

The OFA team are mostly volunteers, working tirelessly to empower LGBTQIA+ people in the formative stages of their careers across Australia. We are a diverse mix of tertiary students, people in the early stages of their careers, and those more established. We come from a broad range of career, industry and educational backgrounds. Anyone who is willing to work hard and make a contribution to OFA is welcome on our team, including allies. We provide a unique opportunity for people to take up leadership positions to support our LGBTQIA+ community.

Position Description

Team:	Leadership Team		
Reporting to:	• CEO	Direct reports:	Mentoring Coordinators
Time required:	4 – 6 hours per week		

Purpose

The Director of Mentoring is responsible for the Out for Australia (OFA) mentoring program, OFA's flagship program with over 1,000 participants nationally. The Director of Mentoring leads the mentoring function through delivering its day-to-day offering, identifying and actioning areas for improvement and leading a team of volunteers to embed mentoring in everything that we do.

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Responsibilities

- **Quality control [50%]:** You will be responsible for ensuring a high-quality of program delivery, and managing the back-end of the mentoring program, which is run via a digital platform called Mentorloop.
- **Leadership and project management of the mentoring team [35%]:** You will be responsible for leading the national mentoring team. This includes:
 - recruiting and onboarding mentoring team;
 - chairing monthly meetings with the team;
 - *ad hoc* check-ins with team members as required;
 - tracking the team's progress against goals, and redirecting the team as required or escalating roadblocks/issues as required;
 - creating and implementing processes to enable the team to achieve its goals;
- **Reporting [5%]:** You will be responsible for a small volume of reporting on the mentoring program to the CEO and the Board. Our Director of Data has set up a data dashboard for this purpose and will support the Director of mentoring in maintenance and improvements.
- **General volunteer expectations (10%)**
 - Undertake an OFA volunteer induction and role onboarding.
 - Understand and implement OFA's strategy, vision and mission.
 - Uphold our volunteer code of conduct.
 - Assist with initiatives as required.

Key skills and experience

We Require

- Passion for supporting LGBTQIA+ young people to be their authentic selves at work.
- A positive, 'can-do' attitude with a willingness to learn and upskill.
- Sound interpersonal communication skills.
- The ability to adapt to different people's working styles for harmonious collaboration.
- Effective time management, highly reliable and sufficient time to volunteer with OFA.

We Desire

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- Proficient in G-Suite Tools (Google Docs, Google Sheets, Google Calendar).
- Exceptional organisational skills and a passion for effective processes.
- Excellent written communication skills with a keen eye for detail.
- Someone who is an active listener, with the ability to adapt and consider new ideas and ways of working.

What you will get out of your role

- Give back to your community and support LGBTQIA+ people in the formative stages of their careers to be their authentic selves in the workplace.
- Ongoing learning and development opportunities, and both formal and informal mentoring, for all volunteers.
- Build community relationships and extend your personal and professional networks.
- The opportunity to meet a wide variety of people within the community and to forge genuine connections.
- The opportunity to craft a role based around your interests, experience and goals.
- Be a part of a welcoming and fun volunteer community.
- Gain experience leading a key strategic priority for a national not-for-profit organisation.
- Develop and practise your leadership skills in a supportive and empowering environment.

How to apply

To apply, you should email ceo@outforaustralia.org copying recruitment@outforaustralia.org and attaching the following:

- Cover letter of no more than one page or an audio/video recording of no more than five minutes.
- Current resume/CV.
- Any other relevant supporting information that will assist in your application.

Please use the Email Subject: Application - Director of Mentoring (Your Name)

If you have any accessibility or other needs, we invite you to get in touch so that we can discuss the best way for you to submit an application. Please also let us know your preferred method of communication – we will default to email unless we hear otherwise.

If you have any questions about the role, please contact recruitment@outforaustralia.org

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Applications close on 21st April 2024

We strongly encourage people with lived experience as a Bla(c)k and/or Person of Colour and/or Person with a Disability/Disabled person and/or a neurodiverse person and/or people of marginalised genders to apply for this volunteer position