



LEADERSHIP & EXECUTIVE POSITIONS

The Ignite Mentoring Leadership Team (made up of both the executive positions and leadership team positions) are all volunteer positions and together the Leadership Team lead Ignite Mentoring. While you will be in a specific position for a semester or a year, you will work closely with other teams to collaborate on projects and attend whole Leadership Meetings. You will have an increased impact in the organisation, learn what it's like to work for a not-for-profit and have a fantastic time along the way!

Who can apply?

Anyone who has **mentored for one or more semesters**. Lots of our team members and executive members only have one semester experience! Mentors from **any university or TAFE** students under the age of 27 can apply.

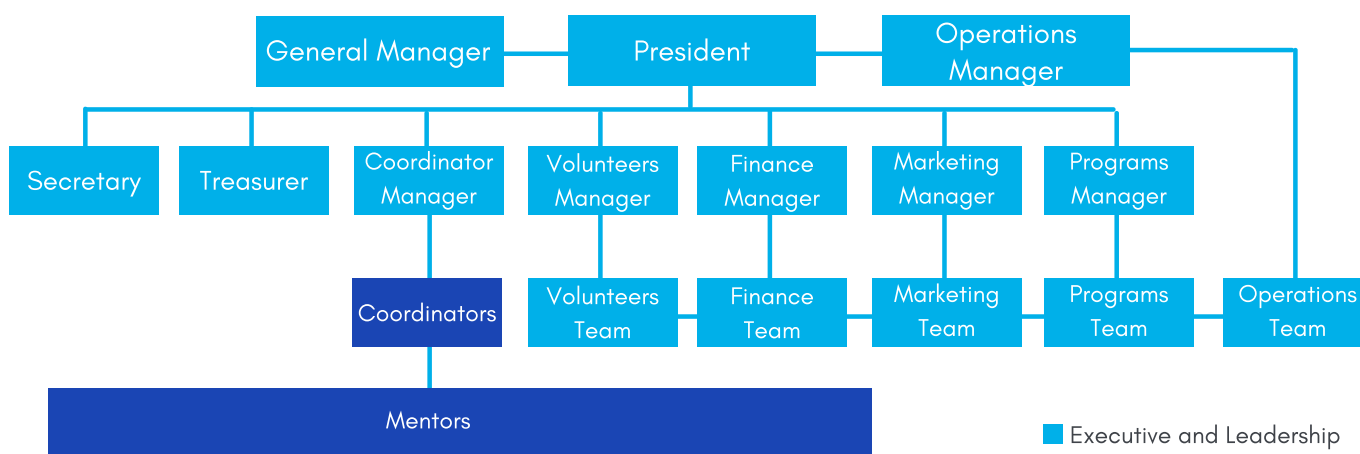
How to apply?

Applications for leadership positions close on the **17th of November**. You will need to fill in a short online application and attend an in person interview. Interviews will run on the **18th and 19th of November**. We can make alternative arrangements if you are away or have exams on these days. The Leadership and Executive positions are decided by the 2021 Executive.

Questions?

If you have any queries or questions at any stage of the application process, just send us an email at info@ignite mentoring.org or reach out via the email listed next to each position to ask questions to a current member of the team!

Leadership Team structure



Executive positions

The Executive is the principal leadership and decision-making body of Ignite Mentoring. Executive positions are for **one year**.

Positions:

- President
- Operations Manager
- General Manager
- Treasurer
- Secretary
- Coordinators Manager
- Programs Manager
- Finance Manager
- Volunteer Manager
- Marketing Manager

What is involved?

- Attend weekly meetings
- Report on their progress to the rest of the Executive
- Contribute to general discussions about the organisation
- Complete other tasks as delegated by the President
- Assist at events such as training, social or fundraising events and excursions as needed
- Team Managers will also organise meetings with their teams on a weekly/fortnightly basis

Leadership Team positions

Each Team is led by one Executive member and focuses on a specific aspect of the activities of Ignite Mentoring. Team positions are for **one Semester only**.

Positions:

- Programs Team
- Finance Team
- Volunteers Team
- Marketing Team
- Operations Team

What is involved?

- Attend weekly or fortnightly meetings as directed by their Team Manager, and other leadership activities such as whole team meetings
- Assist at events such as training, social or fundraising events and excursions as needed
- Carry out tasks assigned to them by their Team Manager

Frequently asked questions

Can I be on the leadership team after only one semester mentoring?

Yes! Only **one semester of Mentoring** and **no coordinating experience required** for most positions. We are looking for passionate, enthusiastic people to join the team!

Can I be on the Executive after only one semester mentoring?

For most of the Executive role, you can apply after **one semester as a Mentor!** We have lots of Executive members who apply after only one semester.

How long will I be in my role?

Leadership Team positions: November 2021 – June 2022. It is a one semester role!

Executive positions: November 2021 – November 2022. It is a one year role!

What is the weekly time commitment?

Leadership Team positions:

Depends team to team and week to week! Allow up to 5 hours a week but the workload varies over the semester (see the role descriptions below for specific busy periods for each role).

Executive Team positions:

Allow up to 10 hours a week but this varies throughout the semester.

Can I apply if I am not a UWA student?

Yes! You can apply while you attend **any university or TAFE**, be taking a **gap year** or **working part time**.

Will I still be a mentor or coordinator?

Yes! All of our executive and leadership team are coordinators in the classroom as well as being in their Leadership position within Ignite Mentoring.



Volunteers Team

The Volunteers Team works with the Volunteers Manager to run the recruitment campaign for Mentors, plan and run Mentor Training Day and socials. The Volunteers Team is involved in everything to do with the Mentors. The Volunteers Team is a huge part of creating Ignite Mentoring's warm, friendly and inclusive culture.

Skills & characteristics

Ideal characteristics:

- Friendly, approachable and welcoming
- Great communication skills
- Ability to work in a team.
- High availability at O-Weeks and the start of the semester for training.

Skills you will develop:

- Ability to plan training days and social events
- Strong leadership and team work skills
- Professional engagement with external stakeholders



Volunteers Team timeline

Recruitment and Training is a busy time for the Vols team!



Projects you can work on

- Assist in the planning and running of events during O-Weeks.
- Helping plan and set up Training Day
- Building Ignite Mentoring's online community and culture via Facebook posts
- Planning and organising social events alongside the Volunteers Manager
- Communicating with and checking up on Mentors



Volunteers Manager

The Volunteers Manager organises recruitment, training and social events as well as being the go-to contact for Mentors. The role is responsible for developing Ignite Mentoring's inclusive, welcoming and fun culture. The Volunteer Manager leads the Volunteers Team.

Key responsibilities:

- Planning and facilitating volunteer recruitment and the interview process
- Developing and delivering Mentor Training Day
- Managing the Volunteers Team, which includes delegating work and organising and running team meetings
- Being the first port of call for Mentors throughout the semester
- Maximising the volunteers' experience through initiatives such as social events, regular communication, and organisational updates
- Regularly evaluating the volunteers' experience and finding methods to improve it
- Developing the organisation's Volunteer Strategy,
- Recording volunteer hours

Desirable characteristics for applicants

- Leadership and public speaking
- Ability to engage with individuals, social and personable
- Ability to work with others in planning events

Role requirements: 1 semester mentoring

If you have specific questions about the role, Eva Marsh is the 2021 Volunteers Manager and is happy to answer any questions (volunteers@ignite mentoring.org)

Coordinators Manager

The Coordinators Manager role is both an organisational role and a pastoral care role. The Coordinators Manager is responsible for the recruiting, organising and training of coordinators as well as being the first point of contact for all coordinators for support, advice and assistance. It is an integral role in ensuring coordinators are supported and guided in how best to carry out their own roles.

Key responsibilities:

- Recruiting coordinators via an online application process, and interviewing all candidates via an in-person interview
- Planning and running the training day and a social for the coordinators
- Monitoring weekly coordinator responsibilities
- Checking in regularly with the coordinators to provide support and assistance

Desirable characteristics for applicants

- Strong leader and public speaker
- Communication and maintaining relationships
- Problem solving and organisation

Role requirements: 1 semester coordinating

If you have specific questions about the role, Anisha Sharma is the 2021 Coordinator Manager and is happy to answer any questions (coordinators@ignite mentoring.org)

Finance Team

The Finance Team (formally known as the Fundraising Team) works with the Finance Manager and plays an integral part in ensuring Ignite Mentoring can fund excursions, socials and provide resources for the in-class activities. The role gives great insight and experience into many useful skills such as planning events, writing grant applications and liaising with corporate entities. You do not need any finance or accounting experience for this team!

Skills & characteristics

Ideal characteristics:

- Organised, proactive and always meets deadlines
- Reliable individual who can always be counted on
- Strong written skills preferred but not necessary

Skills you will develop:

- Grant research and writing
- Skills related to developing an organisation's Prospectus



Finance team timeline

Finance team has a consistent workload throughout the semester.



Projects you can work on

- Researching and applying for grants
- Helping to write our prospectus for sponsors
- Organising and helping to run fundraising events
- Identifying, researching and assisting in the application of grants
- Developing Ignite Mentoring's relationships with corporate partners and private organisations



Finance Manager

The role of the Finance Manager (formerly called the Fundraising Manager) is to work with the Finance Team to ensure the longevity of Ignite Mentoring's programs through the means of securing sustainable funds. While this role is called Finance Manager, no finance knowledge is needed and studying Finance or a related field is not a pre-requisite!

Key responsibilities:

- Managing and facilitating the Fundraising Team including organising and running team meetings
- Working alongside the Executive to identify and plan the organisation's financial needs
- Developing a strategic plan for fundraising considering Ignite Mentoring's present and future financial needs
- Sourcing fundraising from grants, corporate sponsorship and events
- Organising merchandise supplies and sales

Desirable characteristics for applicants

- Consistent availability
- Resourcefulness and proactive in finding opportunities
- Strong written skills

Role requirements: 1 semester mentoring

If you have specific questions about the role, Talei Williams is the 2021 Finance Manager and is happy to answer any questions (finance@ignitementoring.org)

Treasurer

The treasurer is integral to managing, administering and reviewing the financial position of Ignite Mentoring. The Treasurer is a perfect role for someone from accounting or finance but this is not a pre-requisite! The Treasurer also oversees the evaluations system for the programs.

Key responsibilities:

- Maintaining accurate and up-to-date financial records of all transactions that Ignite is involved with
- Handling reimbursements
- Budgeting for operations and events
- Reviewing budgets produced by teams
- Producing annual financial documents i.e. Profit and Loss Statements, Balance Sheets.
- Preparing for audits and other documentation as required for external stakeholders
- Managing the evaluations system for student and excursion evaluations

Desirable characteristics for applicants:

- Organisation and effective time management
- Meticulous attention to detail
- Accounting or finance experience is valuable but not essential!
- Experience using Excel

Role requirements: 1 semester mentoring

If you have specific questions about the role, Kevin Choo is the 2021 Treasurer and is happy to answer any questions (treasurer@ignitementoring.org)

Did you know? Treasurer is not a position you need lots and lots of experience within Ignite Mentoring to apply for! We have had Treasurers with only 1 semester of Mentoring experience join the Executive!

Programs Team

The Programs Team works with the Programs Manager to improve and develop the three Program handbooks. This involves observing, monitoring and analysing how the in-school program is running during semester and modifying activities if necessary. The Programs team works with the Programs Manager to organise excursions throughout the year, which involves recruiting Mentors for the excursion and liaising with University clubs.

Skills & characteristics

Ideal characteristics:

- Proactive and hard-working
- Creative
- Strong attention to detail
- Coordinating experience is desired but not essential

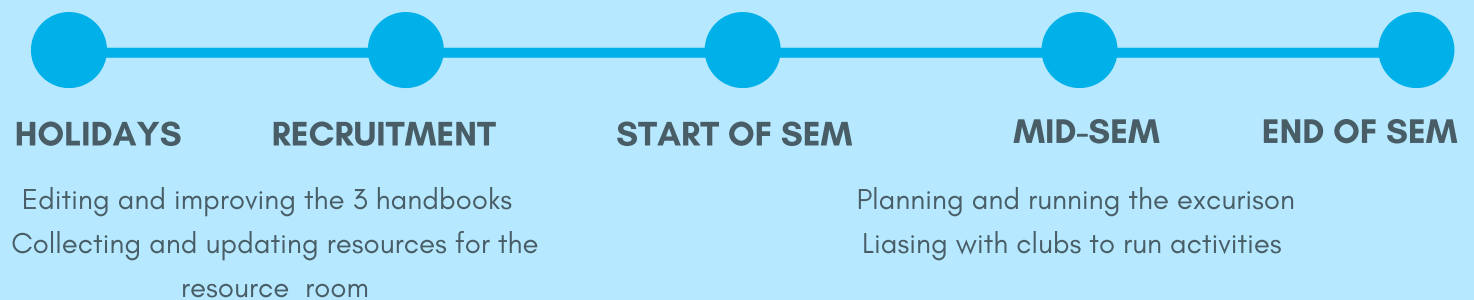
Skills you will develop:

- In-depth knowledge of the Ignite Mentoring Programs
- Strong written skills



Programs team timeline

Programs team has two busy periods; in the holidays to improve the handbook edits and updates and the second is in the middle of the semester planning and running the excursion



Projects you can work on

- Reaching out to industry professionals to assist us with program development
- Developing new program ideas
- Innovating new resources to use in the program
- Working on new Excursion initiatives



Marketing Team

The Marketing Team works with the Marketing Manager to run the marketing for the organisation. This involves content creation and managing the social media pages as well as creating videos and recruitment materials. The marketing team also runs the Ignite Mentoring website. The marketing team works closely with all the other teams to create content for all other portfolios.

Skills & characteristics

Ideal characteristics:

- Experience or understanding of creative tools such as Canva
- Interest in content creation including videos and social media marketing
- Background in marketing is desired but not essential

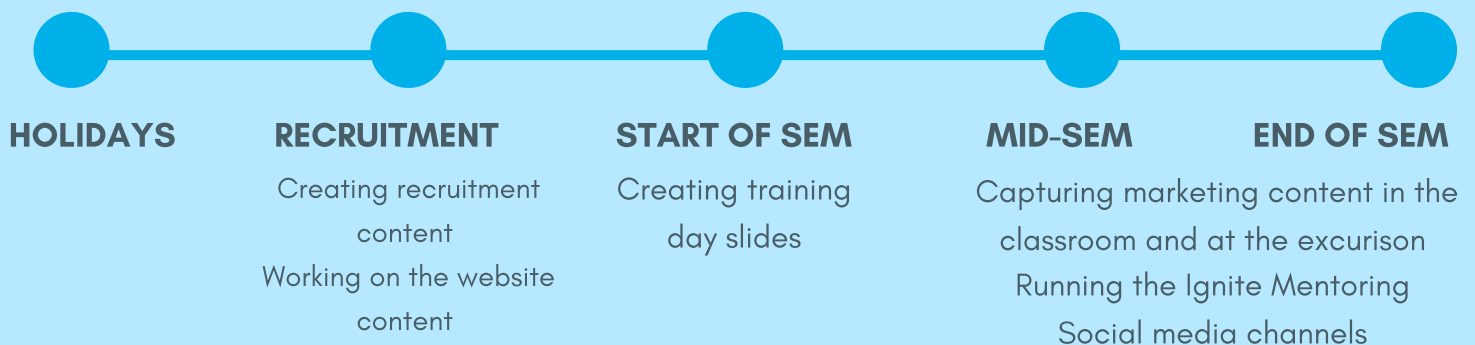
Skills you will develop:

- Experience in marketing for a not-for-profit organisation
- Experience in Canva and Wix
- Strong time management



Marketing team timeline

Marketing supports all the other teams throughout the semester but has busy periods around recruitment and during training days.



Projects you can work on

- Creating videos in the classroom to showcase our programs to prospective Mentors
- Assisting in formulating social media strategy for events and recruitment
- Assist in the creation of promotional material throughout the semester
- Posting on various social media platforms and Ignite Mentoring's website
- Managing the Ignite Mentoring website and developing new website content

Marketing Manager

The Marketing Manager designs the marketing strategy for the organisation. They are in charge of creating content and managing the social media pages, directing videos and design recruitment materials. The role is important for the maintenance of Ignite Mentoring's brand and the running of all social media platforms.

Key responsibilities:

- Managing and facilitating the Marketing Team including organising and running team meetings
- Formulating marketing strategies and managing the overall brand of Ignite Mentoring
- Maintaining a social media presence
- Maintaining Ignite Mentoring's website
- Assisting in the design of materials used for external purposes, such as flyers and posters
- Collecting and organising materials such as photos, promotional materials and other documents

Desirable characteristics for applicants:

- Consistent availability
- Experience in marketing or graphic design
- Understanding Ignite Mentoring's brand and the importance of marketing
- Flexible and adaptable

Role Requirements: 1 semester mentoring

If you have specific questions about the role, Stephanie Carmichael is the 2021 Marketing Manager and is happy to answer any questions (marketing@ignitementoring.org)

Programs Manager

The Programs Manager is in charge of the strategic direction of the program handbooks. They lead the development of the handbooks and the organisation of the excursion. The Programs Manager leads the Programs Team to continually improve our programs and excursions.

Key responsibilities:

- Managing and facilitating the Programs Team, including organising and running team meetings
- Organising and coordinating excursions throughout the year, which involves organising mentors, communicating with other executive members, liaising with University clubs and communicating with the involved school
- Expanding and improving existing programs
- Leading strategic thinking around the organisation's broader mentoring strategy and future vision, and making sure our programs support this
- Observing, monitoring and analysing how the in-school program is running during semester and assisting in modifying activities if necessary

Desirable characteristics for applicants:

- Organisation
- Creativity and problem-solving skills
- Communication and managerial skills
- Attention to detail

Role requirements: 1 semester coordinating

If you have specific questions about the role, Mitchell Garland is the 2021 Programs Manager and is happy to answer any questions (programs@ignitementoring.org)

Operations Team

The Operations Team works with the Operations Manager and plays a key role in helping with school set-up prior to the commencement of the program. The Operations team member helps the Operations Manager with all administrative tasks during class set-up. The Operations Team requires experience with Ignite Mentoring so this role is recommended for someone with Coordinating experience. Note, there is one Operations Team members.

Skills & characteristics

Ideal characteristics:

- Strong knowledge of Ignite and 1 semester coordinating
- Organised
- Attention to detail
- Strong independent worker

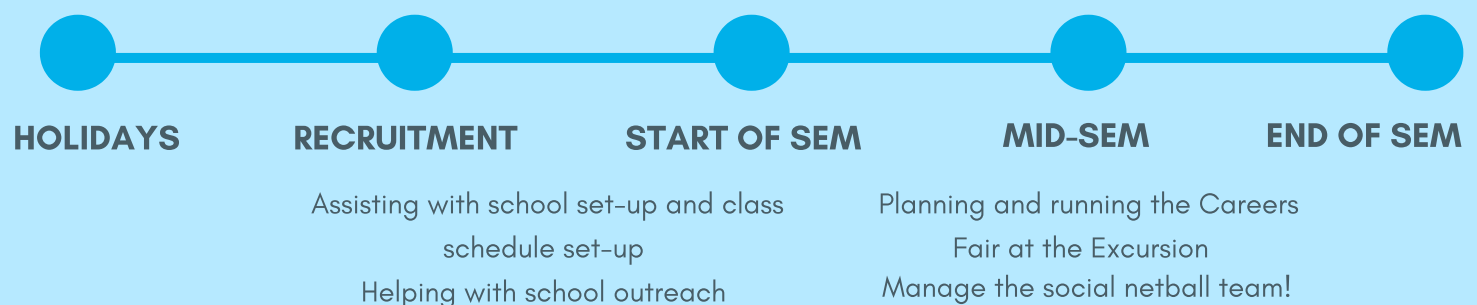
Skills & experience you will develop:

- Gain experience running a careers fair and liaising with professionals from a wide range of industries
- Learn the core operations of Ignite Mentoring



Operations Team timeline

Operations team is the busiest during school set up which is prior to the start of the semester as well as during the build up to the excursion planning the career fair.



Projects you can work on

- Establishing careers fair contacts
- Developing Ignite Mentoring's relationships with University and TAFE contacts
- Work with coordinators when setting up classes
- Conduct research on schools and assists with schools outreach

Secretary

The Secretary maintains and updates the official documents of the organisation with these including minutes, auditing documents and the Ignite Mentoring charity license. The role of Secretary provides support to other portfolios to ensure correct event management processes are followed and our procedures and policies are followed throughout the year.

Key responsibilities:

- Taking minutes of all executive and leadership team meetings
- Calling and administering general meetings
- Acquiring and maintaining a good working knowledge Ignite Mentoring's constitution and monitoring compliance with procedures and requirements
- Being the main point of contact with public registers and agencies (e.g. ASIC, ACNC) and updating the information held by such agencies
- Providing assistance to team managers and other executive members in a support role in relation to discrete projects.

Desirable characteristics for applicants:

- Organisational skills
- Ability to work independently
- Strong desire to learn and take initiative
- Attention to detail

Role requirements: 1 semester mentoring

If you have specific questions about the role, Nicola Pike is the 2021 Secretary and is happy to answer any questions (secretary@ignite mentoring.org)

Did you know? Secretary is not a position you need lots and lots of experience within Ignite Mentoring to apply for! We have had Secretaries with only 1 semester of Mentoring experience join the Executive!

Operations Manager

Along with the General Manager and the President, the Operations Manager is part of the core leadership team of Ignite Mentoring. The Operations Manager is involved in all external aspects of Ignite Mentoring and is the first point of contact for schools.

Key responsibilities:

- Maintaining relationships with schools
- Planning school strategy
- Organising all classes before the semester begins
- Completing logistical tasks that arise
- Supporting the President and General Manager as needed
- Lead communication across all Ignite Mentoring contacts

Desirable characteristics for applicants:

- Communication and professionalism
- Understanding of scheduling and organising multiple stakeholders
- Ability to see the big picture
- Strong organisation skills

Role requirements: 1 semester in a leadership team role.

General Manager

Along with the Operations Manager and the President, the General Manager is part of the core leadership team of Ignite Mentoring. The General Manager oversees much of the internal organisation of Ignite Mentoring.

Key responsibilities:

- Providing direct oversight and assistance to of each of the Team Managers and the Coordinator & Evaluations Manager
- Observing all operations of Ignite Mentoring and providing feedback
- Working with the President to put the plans of the organisation into effect
- Organising and distributing evaluations for all events
- Summarising survey data including key insights, areas that were executed successfully and areas for improvement

Desirable characteristics for applicants:

- Not afraid to make tough calls and decisions
- A strong, well-organised leader
- In-depth knowledge of Ignite Mentoring's history, culture, & administration
- Personable and readily available

Role requirements: 1 year on the Executive

President

As the leader of Ignite Mentoring, the President is responsible for all overseeing all aspects of the organisation.

Key responsibilities:

- Managing external relations and partnerships
- Seeking out new opportunities and initiatives
- Guiding the vision and direction of the organisation in collaboration with the Executive
- Supporting and overseeing the Executive and Leadership Team including chairing Executive meetings and supporting individual members in their roles (in particular the General Manager, Operations Manager, Secretary and Treasurer)
- Planning and conducting recruitment and training in collaboration with the Operations Manager, General Manager and Volunteers Manager
- Taking on or delegating tasks which do not fall within the scope of any other Executive positions
- Maintaining a positive organisational culture

Desirable characteristics for applicants:

- Ability to multitask and manage multiple issues
- Strong communication and public speaking skills
- Ability to see the big picture
- Ability to work with uncertainty

Role requirements: 1 year on the Executive