

## Role Description – AMES Australia Volunteer Mentor

**Division:** Education  
**Position Title:** AMES Australia Volunteer Mentor  
**Location:** Mutually agreed workplace or public space  
**Reports to:** Mentor Coordinator.

### Vision of AMES Australia

“Full participation for all in a cohesive and diverse society”.

### Primary Purpose of the Role

Through the delivery of settlement, English language, vocational training and employment services AMES assists newly arrived migrants and refugees to build their new life in Australia. A Mentor supports the assigned mentee in his/her pursuit of employment and a career in Australia. Mentees are currently or have been enrolled in the Skilled Professional Migrant Program.

### Relevant information

- The role voluntary and unpaid
- A commitment of approximately one hour per week is required.
- Engagement is subject to the needs of the program and satisfactory interview, police check, induction process and satisfactory performance and conduct.

### Role requirements

- To support and empower the Mentee towards gaining employment, pursuing their career.
- To develop an increased understanding of Australian workplace culture and the Australian employment system.
- To maintain regular contact with the Mentor Coordinator to report on activities and outcomes.

### Knowledge and Skills

- Current knowledge and experience of the Australian workplace.
- Good interpersonal and communication skills.
- An understanding of and empathy with people from diverse and cultural backgrounds.
- A non-judgemental attitude.
- Ability to work independently.

### Qualifications

- Significant Australian Workplace experience in your profession.
- Mentor to be currently employed or recently retired.

### Other relevant information

Initial induction and ongoing support will be provided by the Mentor Program Coordinator.  
Dress code must be neat, casual and culturally appropriate.  
Reimbursement for travel and expenses is not provided  
AMES is an Equal Employment Opportunity employer.