



Position Description: Network Leader, I CAN Network

Purpose of the Network Leader role

I CAN's Network Leaders are responsible for the delivery of mentoring programs - whether in a school, university/ TAFE, workplace or community. This involves mentoring people on the Autism Spectrum, coaching a Junior or Senior Mentor, and managing the relationships and expectations of stakeholders. Network Leaders are all people with a connection and/or genuine passion for the strengths of Autism and neurodiversity. They are excellent facilitators who bring our programs to life.

Position of Network Leader, I CAN Network

The role of a Network Leader is to inspire, motivate and empower an 'I CAN Network' of mentees (whether in primary/ secondary school, university/ TAFE, workplaces or communities) and coach and mentor them to develop greater confidence and self-acceptance. To be successful, Network Leaders will view Autism through a positive lens and embrace I CAN's purpose - *to prove what people on the Spectrum CAN do*.

Network Leaders need to be able to work in a highly flexible organisation that is rapidly building the required systems to be able to support a diverse range of individuals and communities across Australia. Network Leaders will be assigned a network of mentees to manage as new organisations, communities or individuals purchase I CAN's mentoring packages. In the process of assignment, the skill set and life stage of the Network Leader will be matched, as much as possible, to their prospective mentees. Our mentees are diverse and can be in schools, universities/ TAFEs, workplaces and communities. Successful applicants will be able to relate to I CAN's mentees and have flexible availability for mentoring engagements throughout the week, primarily during school hours.

Network Leaders will coach and support their assigned Junior/Senior Mentors and will report to a Mentor Manager who directly reports to the CEO. Network Leaders will be remunerated for a fixed number of hours under a fixed-term independent contractor agreement, and are responsible for their own insurance, taxation and personal equipment (other than that issued by I CAN).

The successful applicant will require a Working With Children & National Police Check prior to commencement in compliance with the Victorian Government's Child Safe Standards. I CAN will make a small financial contribution towards the procurement of the WWCC.

What will YOU get out of this?

- A whole lot of fun!
- Meeting great people and making new friends!
- Enhancing your professional skills and networks
- Growing your self-confidence
- The opportunity to make a difference
- Networking with community organisations
- Insight into the strengths talents of Autism
- Making an impact on a small, ambitious organisation

How to Apply?

Please apply in writing to opportunities@icannetwork.com.au with '**Attn: Jeff – Network Leader application**' in the subject title by midnight on Monday 5 December. You will need to attach a copy of your CV and a cover letter addressing your suitability to the 'key responsibilities' outlined below.

Key position information		Date updated: 11/11/2016	
Title: Network Leader		Position reports to: Mentor Manager Next-up Manager: Chief Enabling Officer	
Primary purpose of position		Interests	Capabilities
I CAN's Network Leaders are responsible for the delivery of mentoring programs, whether in a school, university/ TAFE, workplace or community. This involves mentoring people on the Autism Spectrum, coaching a Junior or Senior Mentor and managing the relationships and expectations of stakeholders.		<ul style="list-style-type: none"> • Passion for youth • Passion for people on Autism Spectrum and their talents • Belief in I CAN Network's Values 	<ul style="list-style-type: none"> • Listening • Teamwork • Communication • Group facilitation • Stakeholder engagement • Small team management • Basic budgetary understanding
Key Responsibilities		Tasks	
Duty of Care		<ul style="list-style-type: none"> • Holding a valid Working with Children Check and/or State equivalent • Strict adherence to I CAN Network's training and policies on duty of care • Maintaining dialogue with Mentor Manager on meeting duty of care obligations 	
Mentoring Young People on the Autism Spectrum		<ul style="list-style-type: none"> • Believing in mentees and valuing/leveraging their individual motivations and talents • Working with mentees to enable them and change the culture around them • Being patient, understanding and aware of how your actions may affect mentors and mentees • Working with mentees' 'I CAN Networks', within the boundaries of the program • Raising potential conflicts or issues immediately with stakeholders and Mentor Manager 	
Stakeholder Engagement		<ul style="list-style-type: none"> • Act as the main point of contact for parents, teachers and stakeholders • Maintain an active feedback loop between mentees, mentors, school staff, families and I CAN Central • Manage expectations across mentees, school leadership and families • Work constructively with all stakeholders to run outstanding mentoring programs 	

<p>End-to-end ownership of mentoring delivery</p>	<ul style="list-style-type: none"> • Actively participate in I CAN's Mentor Training and reinforce training with assigned mentors • Act as a positive role model for Junior/Senior mentors at all times • Customise the application of I CAN's mentoring modules to the strengths of allocated mentees • Meet reporting requirements following mentoring sessions • Actively contribute to the ongoing design and evolution of I CAN's mentoring modules
<p>Coaching of Mentor/s</p>	<ul style="list-style-type: none"> • Regularly coach Junior/ Senior Mentors in delivering content and engaging stakeholders • Create opportunities for Junior/ Senior Mentors to consolidate their skills • Constructively deliver feedback to Junior/Senior Mentors from other stakeholders • Provide your Senior Mentor opportunities to develop stakeholder management skills
<p>Manage and Grow Assigned Network</p>	<ul style="list-style-type: none"> • Keep secure, non-identifying notes on mentees' triggers and interests • Monitor mentee attendance and engagement • Accurately monitor and review the utilisation of I CAN resources within the program against assigned budgets; reporting issues to the Mentor Manager • Actively identify and pursue opportunities to further develop I CAN as a business
<p>Working for the I CAN Network</p>	<ul style="list-style-type: none"> • Actively promote I CAN and seeking out new supporters • Identify and enable the next generation of mentors from amongst mentee groups • Upholding I CAN's Actionable Values - <i>We are Positive, We Enable, We are Open, We are Gutsy, We build Networks, We value Integrity</i> • Contributing to a great team culture