



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.

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 group of mentees to empower 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 directly to I CAN Network's CEO. Network Leaders will be remunerated for a fixed number of hours under a casual employment contract.

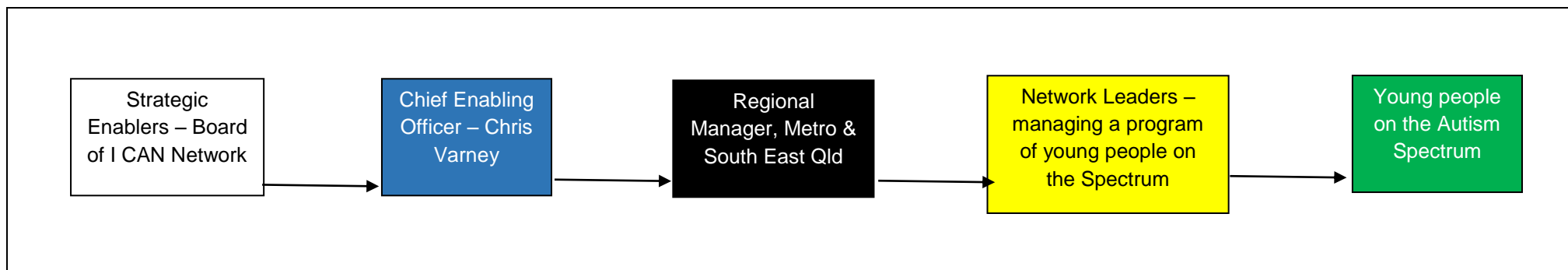
All applicants must have the ability to gain a Working With Children Check ("WWCC") or state equivalent in submitting an application. If they are accepted for the role, they must apply for and obtain an 'Employee' WWCC in order to commence work. I CAN will make a small financial contribution towards 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

Key position information		Date updated: May 2017	
Title: Network Leader	Position reports to: 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 • 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, child protection, privacy, etc • Maintaining dialogue with CEO on meeting duty of care obligations 		
Facilitating group mentoring sessions of young people on the Autism Spectrum	<ul style="list-style-type: none"> • Excellent facilitation of group mentoring sessions for students on the Spectrum • 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 CEO 		
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 		
End-to-end ownership of mentoring delivery	<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 		

Coaching of Mentor/s	<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
Manage and Grow Assigned Network	<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 CEO • Actively identify and pursue opportunities to further develop I CAN as a business
Working for the I CAN Network	<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 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



We enable

We are committed to actively accommodating individual needs, embracing diversity and difference, and removing barriers to encourage participation.

An enabling person is someone who...

- Works with each person to identify their individual needs
- Supports others in their endeavours & attempts to improve themselves
- Uses knowledge of individual needs & strengths to facilitate learning, communication, & participation
- Constantly looks for solutions
- Uses individual strengths to 'set people up for success'
- Is open to discovering someone's potential

An enabling person is someone who does not...

- Insist on a particular communication style
- Give up on people
- Label people with limits
- Expect people to conform

We are open

We listen and learn from each other. We are flexible and adapt to different circumstances.

An open person is someone who...

- Welcomes criticism and feedback
- Listens to other's ideas
- Encourages creativity
- Respects differences of opinion, even if they don't agree
- Encourages everyone to contribute
- Is willing to consider new ways of doing things
- Adapts to unforeseen circumstances

An open person is someone who does not...

- Shoot down ideas
- Insist on one way
- Throw in the towel/give up

We are gutsy

We are courageous and push ourselves to grow. We are wholeheartedly invested in everything that we do.

A gutsy person is someone who...

- Pushes themselves & others to grow, but not to breaking point
- Is willing to step out of their comfort zone & try new things
- Takes on big challenges
- Passionately advocates for an understanding or belief
- Is passionate about their work
- Supports others in their vulnerability/when they are vulnerable (taking on new challenges/risks)

A gutsy person is someone who does not...

- Force people to do something they are not comfortable with
- Force people to push themselves to breaking point/exhaustion/meltdown/burn-out
- Try to take on too much, particularly when the work can be delegated
- Ignore the value of compromise

We are positive: We focus on strengths.

A positive person is someone who...

- Creates a positive environment
- Celebrates achievements/milestones
- Is solution-focused/sees problems as challenges to be overcome
- Uses positive language

A positive person is someone who does not...

- Use deficit language
- Focus on problems (not problem-focused)
- Put people down

We value integrity: We are honest, transparent, and trustworthy

A person with integrity is someone who...

- Is responsible
- Adheres to required regulations (inc. company values)
- Meets commitments
- Admits their mistakes
- Encourages others to be open and honest
- Acknowledges the limits of their expertise
- Maintains I CAN Network's reputation

A person with integrity is someone who does not...

- Withhold important information
- Act inappropriately
- Avoid responsibility

We build networks: We work at a grassroots level to build effective and supportive local communities.

A person who builds networks is someone who...

- Encourages individual and group autonomy
- Fosters a sense of group identity and belonging
- Supports and provides encouragement to one another
- Seeks to build connections (encourages friendships)
- Works as part of a team
- Seeks support and help when needed
- Maintains good communication between working groups
- Collaborates

A person who builds networks is someone who does not...

- Try to do everything themselves
- Create division/s