



## Position Description: Network Leader, I CAN Network

### Purpose of the Network Leader role

I CAN Network'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 customers. 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 Autistics 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. A background working in the educational sector is also desirable, but not essential.

Network Leaders will coach and support their assigned Junior/Senior Mentors and will report directly to an I CAN Network Manager. Network Leaders will be remunerated for a fixed number of hours per mentoring session 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.

The Network Leader role will have a probationary period of three months after which the incumbent and the Network Manager can review the experience of the role.

### 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
- Sense of making a difference
- Networking with community organisations
- Insight into the strengths and talents of Autism
- Making an impact on a small, ambitious organisation

<b>Key Position Information</b>	
<b>Title:</b> Network Leader	<b>Position Reports to:</b> Network Manager
<b>Primary Purpose of Position</b>	<b>Interests</b>
I CAN's Network Leaders are responsible for the delivery of mentoring programs, whether in a school, university/ TAFE, workplace or community. This will involve people leading, coaching, mentoring, managing the relationships and expectations of stakeholders, and a range of operational tasks that will vary depending on the relevant team member or customer.	<ul style="list-style-type: none"> <li>• Passion for youth</li> <li>• Passion for people on Autism Spectrum and their talents</li> <li>• Belief in I CAN Network's Values</li> </ul>
<b>Responsibilities</b>	<b>Capabilities</b>
<b>Duty of Care</b>	<ul style="list-style-type: none"> <li>• Listening</li> <li>• Teamwork</li> <li>• Communication</li> <li>• Group facilitation</li> <li>• Stakeholder engagement</li> <li>• Small team management</li> <li>• Basic budgetary understanding</li> </ul>
<b>Facilitating Group Mentoring Sessions of Young People on the Autism Spectrum</b>	<ul style="list-style-type: none"> <li>• Holding a valid Working with Children Check and/or State equivalent (employee version)</li> <li>• Strict adherence to I CAN Network's training and policies on duty of care</li> <li>• Maintaining dialogue with Mentor Development Manager on meeting duty of care obligations</li> </ul>
<b>Delivery of I CAN Mentoring Program</b>	<ul style="list-style-type: none"> <li>• Believing in mentees and valuing/leveraging their individual motivations and talents</li> <li>• Working with mentees to enable them and change the culture around them</li> <li>• Being patient, understanding and aware of how your actions may affect mentors and mentees</li> <li>• Working with mentees' 'I CAN Networks', within the boundaries of the program</li> <li>• Raising potential conflicts or issues immediately with a Network Manager</li> </ul>
	<ul style="list-style-type: none"> <li>• Actively participate in I CAN's Mentor Training and reinforce training with assigned mentors</li> <li>• Act as a positive role model for Junior/Senior mentors at all times</li> <li>• Customise the application of I CAN's mentoring modules to the strengths of allocated mentees</li> <li>• Meet reporting requirements following mentoring sessions</li> <li>• Keep secure, non-identifying notes on mentees' triggers and interests</li> <li>• Accurately monitor and review the utilisation of I CAN resources within the program against assigned budgets; reporting issues to the Mentor Manager</li> <li>• Actively contribute to the ongoing design and evolution of I CAN's mentoring modules</li> </ul>



<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"><li>● Act as the main point of contact for parents, teachers and stakeholders</li><li>● Maintain an active feedback loop between mentees, mentors, school staff, families and Network Manager</li><li>● Manage expectations across mentees, school leadership and families</li><li>● Work constructively with all stakeholders to run effective mentoring programs</li></ul>
<b>Coaching and Development of Mentor(s)</b>	<ul style="list-style-type: none"><li>● Regularly coach Mentors in delivering content and engaging stakeholders</li><li>● Create opportunities for Junior/Senior Mentors to consolidate their skills</li><li>● Constructively deliver feedback to Junior/Senior Mentors from other stakeholders</li><li>● Provide your Senior Mentor opportunities to develop stakeholder management skills</li><li>● Monitor mentee attendance and engagement</li></ul>
<b>Working for the I CAN Network</b>	<ul style="list-style-type: none"><li>● Actively promote I CAN Network</li><li>● Identify and enable the next generation of mentors from amongst mentee groups</li><li>● 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></li><li>● Contributing to a great team culture</li><li>● Accountability to respond to managers</li></ul>

## 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