



Toyota Mentoring Program 2017

Mentor Application Information Kit

For further information please contact
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INTRODUCTION

Toyota Community Foundation and the City of Port Phillip have partnered to deliver the Toyota Mentoring Program. This program offers Port Phillip local community organisations' the opportunity to access specialised one-to-one mentoring support, at no cost.

The program targets small to medium sized not-for-profit community organisations and groups who offer services and support to people residing within the City of Port Phillip. Up to four organisations are mentored annually building organisational and community capacity and are selected through an open and transparent application process as part of Council's community strengthening initiatives.

The aim of the program is to build the management and operational capabilities of local community organisations and to help them operate independently whilst facilitating stronger networks within Port Phillip.

SERVICES TO BE PROVIDED

Mentor positions are required to provide up to four community organisations with face to face meetings (either to a staff member or volunteer), to develop a range of leadership and business planning skills; whilst further developing an agreed project. The objective of the program is to enhance capacity and enable more efficient and effective operation of service delivery.

Services are to be provided within the Port Phillip municipality, including the main office of Toyota located in Port Melbourne

PROPOSAL STATEMENT

This application is to enable City of Port Phillip to determine an appropriate organisation/person with an identified area of expertise that is skilled in the area of leadership development and working with community.

PROJECT AIM

The aim of the program is to build the management and operational capabilities of local community organisations and to help them operate independently through a mentoring relationship.



PROJECT SCOPE/DESCRIPTION

To provide up to four community organisations mentoring opportunities on a range of leadership and business planning skills as outlined in agreement with each organisation. Mentoring will be delivered through formal one-on-one contact.

The below timeframes are an estimation. The project is to be delivered by February 2018.

This includes:

Attend 1 day mentoring course	Each mentor will be expected to attend a full day mentoring course with leadership directions. This course will be funded by the program	27 April 2017
1 x 2 hour	Facilitation of an Introductory Group Meeting To acquaint mentees with each other, introduce expectations, aims and outcomes of the program, and discuss/clarify goals for each participant in the mentoring program	May 2017
Up to 32 hours direct support to be provided either by one mentor or two separate mentors.	Direct support may be delivered through face-to-face sessions, email and phone conversations. The 32 hours of direct support is to be distributed across the four mentees with a minimum of 8 hours direct support, including 4 hours face-to face delivery session, per mentee.	May – November 2017

Other requirements:

Communication	<ul style="list-style-type: none"> Regular telephone and email contact to monitor the development of the plan with mentees. Regular telephone or email contact to the designated Council Officers, to provide updates on progress and any other matters that emerge. 	Ongoing
Planning	<ul style="list-style-type: none"> Facilitate the creation of mentee and mentor goals which incorporates leadership and business planning development. Provision of material that may assist in achievement of the goals. 	May 2017
Evaluation Report	<ul style="list-style-type: none"> The mentor will be required to participate in an evaluation process which will describe the strengths, weaknesses and outcomes of the program. 	January 2017

TIMELINES

Expression of Interest Open for Application: Friday 24 Feb 2017

Successful applicants notified: Friday 31 March 2017

Program commences: May 2017



BUDGET

Mentors will be remunerated \$100.00 per hour GST exclusive.

PAYMENT SCHEDULE

Payment schedule will be negotiated with the successful applicant/s.

ASSESSMENT CRITERIA

- Broad based skills, qualifications and experience in strategic planning and development.
- Experience of the not-for-profit sector.
- Previous mentoring and or leading/ managing people experience.
- Understanding of Community Development Principles and Practice.

SUBMISSION OF APPLICATIONS

Applications should be submitted via the [SmartyGrants](#) webpage.

Closing date

Expressions of interest should be submitted no later than midnight Sunday 26 March 2017.