

Position title:	Ignite Business Mentor	Times:	Flexible to meet the needs of the entrepreneur
Report to:	Ignite Initiative Coordinator	Location:	Marrickville or alternative locations as required by enterprise facilitators

About Settlement Services International (SSI)

Settlement Services International is a leading not-for-profit organisation providing a range of services in the areas of humanitarian settlement, accommodation, asylum seeker assistance, foster care and disability support in NSW.

Our vision is to achieve a society that values the diversity of its people and actively provides support to ensure meaningful social and economic participation and to assist individuals and families reach their potential.

At SSI, we value:

- Social justice - Equity and access for all
- Diversity - Respecting diversity and being non-discriminatory
- Compassion - Caring, empathy and respect for the dignity of others
- Respect - Co-operation and mutual respect

In delivering our services, we value:

- Quality - Dynamic, flexible and responsive service
- Ethics - Professional practices and accountability
- Innovation - Commitment to partnerships and excellence

Purpose:

The Ignite Small Business Start-ups initiative facilitates small business creation for people from refugee and asylum seeker backgrounds, and people with disability, who want to start their own business or expand an existing one. Ignite entrepreneurs are mentored by a Resource Team, made up of stakeholders from the community including local business owners, finance experts, marketing specialists, universities, members of local councils, community organisations and chambers of commerce.

The Ignite Business Mentor offers holistic one-on-one support to Ignite entrepreneurs. Mentors work with entrepreneurs through a multitude of mediums including text, email, phone and in person. The role of the mentor is to coach, guide and assist in building the confidence of an entrepreneur as they establish and/or grow their business.

Specific duties and responsibilities:

Ignite Business Mentors provide holistic support to Ignite entrepreneurs including :

- Assistance in the development of the product or service
- Assistance in the development of business plans
- Provision of information on Australian business practices
- Guidance on growing a small business in Australia
- Provision of information and support in making business contacts and networks
- Supporting entrepreneurs to identify and manage opportunities and risks in the Australian business environment
- Providing up-to-date information on relevant licences and insurances, including associated

- costs, that the entrepreneur may need for their business
- Providing regular feedback and updates on the entrepreneur's progress to Ignite's facilitators
- Actively support SSI's vision and values
- Working in accordance with SSI policies and procedures

Skills, Knowledge & Experience:

Mandatory Background Checks:	Working with Children Check <input checked="" type="checkbox"/> Police Clearance <input checked="" type="checkbox"/> Current Resume <input checked="" type="checkbox"/> Reference Check <input checked="" type="checkbox"/>
Essential Experience	<ul style="list-style-type: none"> • Expert knowledge in Australian business practices • Experience in growing small businesses in Australia • Able to identify and manage risks in the Australian business environment • Knowledge of licences, insurances and costs associated with business set up and continuance
Desirable Experience	<ul style="list-style-type: none"> • Previous experience working with people from culturally and linguistically diverse (CALD) backgrounds

Benefits:

Reimbursement – volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses.

Training – Business mentors are provided with both an organisation and a program specific induction. The program specific induction will include:

- the Sirolli Model of Enterprise Facilitation (Trinity of Management)
- information on what Ignite is about and what the program provides for entrepreneurs
- information on the use of Bilingual Guides (interpreters) in business development

Volunteers will also be provided with access to SSI's flexible, extensive and innovative training program

Being a member of the SSI Community – you will be kept up-to-date with all of SSI's important news, events and opportunities

Authorisation:

Volunteer Name _____

Volunteer Signature _____ Date _____

Volunteer Program Signature _____ Date _____