

Position title:	Ignite Industry Experts	Commitment requested:	Flexible to meet the needs of the entrepreneur for a minimum of 6 months
Report to:	Ignite Program Manager	Location:	Marrickville or alternative locations as required

About Settlement Services International (SSI)

Settlement Services International is a community-based, not-for-profit humanitarian organisation providing a range of services in the areas of refugee and migrant settlement, accommodation, asylum seeker assistance, multicultural foster care, disability support, employment services and youth 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 – Cooperation 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 supported one-on-one by a facilitator and linked to a Resource Team, made up of industry experts from the business community, including: local business owners, chartered accountants, marketing specialists, insurance brokers, commercial lease and law experts, university business schools, economic development units in local councils, and chambers of commerce whose knowledge and expertise help entrepreneurs grow their business.

Ignite Industry Experts support Ignite entrepreneurs with identified specific industry and business skills. Industry experts guide, inform, advise and support the entrepreneur to create networks and links in their particular sector.

Specific duties and responsibilities:

- Provide industry specific advice;
- Industry specific business decisions guidance;
- Provide useful and up to date industry related information on Australian business practices;
- Guidance on growing a small business in Australia;
- Support in making industry specific business contacts and networks;
- Support entrepreneurs to identify and manage opportunities and risks in their specific business environment

- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures

Position requirements:

Background checks	Working with Children Check <input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Reference Check <input checked="" type="checkbox"/> <i>(N.B. The police check will be paid for by SSI)</i>
Essential	<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	<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. Volunteers using their own vehicle will need to provide SSI with photocopies of their driver's licence, comprehensive car insurance and compulsory third party insurance.

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

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

Being a member of the SSI Community: Volunteers 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 _____