

TEAM LEADER APPLICATION FORM

(THIS IS AN ELECTRONIC FORM THAT CAN BE FILLED IN AND EMAILED TO ENQUIRIES@LIFECHANGINGEXPERIENCES.ORG.
IF HAND WRITTEN, PLEASE PRINT CLEARLY.)

Personal information provided on this form will be handled in a manner consistent with applicable Privacy Laws.

Select your **Program** and **Location** below :

SISTER2sister Program Sydney

ONE2one Program Sydney Melbourne Adelaide Brisbane Canberra
 Darwin Hobart Perth Nationwide

Program Year : _____

Section A

Full name: _____

Any previous name(s): _____

Date of Birth: _____

Home Address: _____

Length of time at current address : _____

Home Phone : _____ Mobile Phone : _____

Email: _____

If you have been living at your current address for less than one year, please note your previous address:

EMERGENCY CONTACT:

Name: _____

Relationship: _____

Home Phone : _____ Mobile Phone : _____ Work Phone : _____

Section B

How did you learn/hear about the Mentoring Programs? _____

Have you previously applied to be a Mentor? YES NO (please tick as relevant)

If yes, which year did you volunteer and with which agency? _____

Section C (please tick as relevant)

Occupation: Employed Student Home Duties Unemployed Retired

Name of Employer or Educational Institute: _____

Length of time with current employer or institution: _____

Work Address if applicable: _____

Occupation or area of study: _____

Can we contact you during business hours? YES NO Day time Telephone : _____

Would you be available for interviews during business hours? YES NO

Please list previous employment (up to 10 years prior):

Employer	Dates employed	Position held

Please list all voluntary work experience:

Organisation	Dates worked	Position / Role

Please name all clubs, groups or organisations to which you belong or are a member:

Section D

What is your current relationship status? _____

Do you have any children? YES NO Number of children : _____

Ages of boys: _____ Ages of girls: _____

Section E

Volunteers may be matched with young people from a similar cultural and/or religious background.

Background (cultural/religious): _____

Languages spoken: _____

Section F

Do you have a current Driver's Licence? YES NO

Driver's Licence number : _____ Expiry date : _____

Do you own or have access to a vehicle? YES NO

Is your vehicle registered and in a roadworthy condition? YES NO

Section G

Do you have any health conditions or disability which may impact upon your involvement in the program? YES NO

If yes, please specify : _____

Section H

Some laws prevent people from working with young people if they have certain criminal convictions. Life Changing Experiences Foundation seeks to protect the safety of our Mentees by excluding applicants with certain criminal convictions.

1. Have you been charged or convicted of any offence*; received a finding of guilt (either with or without conviction), good behaviour bond or other court order; and/or have any matters awaiting court hearing or current investigation? YES NO If yes, please specify:

NB. You are under no obligation to provide details of spent convictions unless they relate to 'designated offences', which must be disclosed. 'Designated offences' are any sexual offences and any offences against the person if the victim of the offence was under 18 at the time the offence was committed. You should disclose any such offences.

2. Have you been arrested, charged or convicted of any criminal offence and/or have any charges pending? YES NO If yes, please specify:

3. Do you consent to undertaking a National Criminal Record Check and signing a Prohibited Employment Declaration? YES NO If yes, please specify:

Place of birth : _____ Date of Birth: _____

NB. If you choose not to consent to such checks, Life Changing Experiences Foundation will not be able to consider your application. Any offer of a voluntary placement will be subject to a satisfactory NCRC and WWCC.

Section I

Why do you want to become a Team Leader?

What do you hope your role as a team leader will help you to achieve?

Is your household, or persons significant to you, supportive of you becoming a Team Leader?
 YES NO

Section J

Have you resided in an overseas country for a period of 12 months or longer during the past 10 years? If yes, please specify and indicate if there is a chance you may choose to return overseas during the program. Please also note that if you have been overseas in the past ten years you will need to complete a criminal record check in the relevant country of residence:

What is your official citizenship and residence status?

Section K

Do you sincerely feel you can meet the minimum commitment of one face to face 'Mentor meeting' per month for 12 months (*This commitment is monthly for 12 months for the Sydney SISTER2sister Program and 1-2 meetings annually for the ONE2one Mentoring Program*) YES NO

Do you sincerely feel you can meet the minimum commitment of one full Saturday every month and four days full-time residential camp during April 2010 (*for SISTER2sister Program applicants only*)? YES NO

Are you anticipating any changes to your circumstances in the next year that may impact upon your match (e.g. marriage, moving residence, employment, children etc.)? YES NO

If selected, do you agree to maintain regular contact with staff for support and supervision? YES NO

Do you agree to participate in training? YES NO

Do you agree to undertake a 100 Point Identity Check? YES NO

Is there anything else that Life Changing Experiences Foundation should know about you that would help us with assessing your application? YES NO

Please explain:

Your Interests and Hobbies: (Please also include what you would enjoy doing with your Team).

1. Team Sports – (What do you play or watch, which teams?)

2. Individual Sports – (e.g. swimming, rollerblading, surfing)

3. Outdoor Activities – (e.g. fishing, camping, bush walking)

4. Handicrafts – (e.g. model making, art, sewing, wood work)

5. Reading – (e.g. books, mags)

6. TV/Videos/Movies – (which shows, types?)

7. Music - Active – (e.g. playing an instrument, singing)

8. Music - Passive – (What type of music, favourite groups?)

9. Passive Games – (e.g. cards, board games, computer games)

10. Others – (e.g. cars, shopping, cooking, animals etc)

Referee Nomination

Please nominate at least three referees; a current employer/supervisor (employment, voluntary work or study), a friend and a third person as a character referee. Please nominate referees who have known you for a minimum of 2 years, except for employer/supervisors who are required to have known you for a minimum of 12 months. Except as otherwise required by law, all references are confidential.

1. Current Employer/Supervisor:

Name: _____

Address: _____

Home Phone : _____ Work Phone : _____

Mobile Phone : _____ Email : _____

How long have you known this person? _____

2. Friend Referee:

Name: _____

Address: _____

Home Phone : _____ Work Phone : _____

Mobile Phone : _____ Email : _____

How long have you known this person? _____

3. Character Referee:

Name: _____

Address: _____

Home Phone : _____ Work Phone : _____

Mobile Phone : _____ Email : _____

How long have you known this person? _____

4. Character Referee – someone who knows how you interact with persons aged 12-17 if possible

Name: _____

Address: _____

Home Phone : _____ Work Phone : _____

Mobile Phone : _____ Email : _____

How long have you known this person? _____

Section L

Are you available to assist The Life Changing Experiences Foundation in other areas? Please tick.

- Fundraising
- Promotion/Publicity
- Volunteer Recruitment
- Administration
- Event Management
- Other (please specify)

Privacy Notice and Authorisation for Release of Personal Information

(Please tick your agreement below for each section)

All personal information will be collected and handled by Life Changing Experiences Foundation (LCEF) in accordance with our Privacy Policy. If you would like a copy of this policy, please ask for one.

Collection of information

The personal information (including sensitive and health information) that is collected by LCEF is information necessary for its functions and activities. In particular, it is necessary to:

- Assess suitability
- Establish matches
- Promote health and safety
- Promote the best interests of the young person; and
- Protect the longevity of matches.

LCEF may request disclosure of personal information during the application and selection process and from time to time during participation in the program. If you do not provide this information, we may not be able to process your application or you may be removed from the program. Where you provide personal information about other people, you must ensure that those people are aware that this information is being collected and used by LCEF for its functions and activities.

I AGREE I DISAGREE

Disclosure

Generally, your personal information will be kept in the strictest confidence. However, relevant information will be released in limited circumstances where:

- a) disclosure is consistent with the primary purposes for which the information was collected;
- b) where you have provided your consent to the disclosure of such information; or
- c) where the law otherwise requires or authorises us to disclose that information.

For example, your personal information may be disclosed to parents and/or guardians with a direct responsibility for your Mentee who has been pre-screened and is actively being considered for a match with you. Your name will be kept confidential until you are matched to your Mentee.

We may also provide personal information about individuals to other LCEF programs or others who assist us in providing services, including (amongst others) legal or professional advisers. Unless you contact us to request otherwise, your personal information will be included in the LCEF volunteer database.

I AGREE I DISAGREE

Access

You may request access to your personal information by contacting LCEF – The National Program Manager.

Authorisation

- I acknowledge that it is necessary for LCEF to collect personal information about me in order to discharge its functions and activities.
- I undertake to co-operate with the collection of personal information during the selection process and, if I am accepted into the program, as required from time to time.
- I understand that I am required to inform LCEF of any changes to my circumstances during involvement in the program.
- I understand that a failure to disclose personal information may result in LCEF refusing to accept my application or removing me from the program.
- I hereby authorise any agencies, individuals or other entities such as (but not limited to) past or present employers, educational institutions, law enforcement agencies, social services, other LCEF Agencies and other such entities with which I have had contact, to release any information about or relating to me and requested by LCEF which may be relevant to my involvement with LCEF.
- I agree that a photocopy of this authorisation is sufficient evidence of my consent to the release of any information about or relating to me to LCEF.

I AGREE I DISAGREE

Optional Consent for Evaluation and Research

From time to time, LCEF conducts research into its services, in order to improve and report on those services. Sometimes this research can be conducted using de-identified information, however on other occasions it is preferable for personal information to be used. By providing the consent below, you can contribute to improving the effectiveness of this research.

I AGREE I DISAGREE

By ticking “I agree” to all the clauses above, I have agreed to the relevant personal information (including sensitive and health information) being held by LCEF about me, and its use and disclosure by LCEF and its research providers for the research purposes described above. I understand that research providers will be subject to confidentiality obligations and that my personal information will not be included in the published findings of that research without my further consent.

Name of Applicant : _____

Signature of applicant : _____ Date : _____

Position Description for Team Leaders

Reporting Structure

Mentors report to the Team Leader, who in turn reports to the National Program Manager, Life Changing Experiences Foundation. The Mentor is also supported through the Team Leader by a qualified Psychologist allocated to each Team/State, and through the Life Changing Experiences Foundation Support Network Structure.

Primary Function

To support the Mentors and Mentees as required. To liaise with the National Program Manager in relation to any concerns about members of the team. To provide support to LCEF staff during outings with Mentors and Mentees.

Roles and Responsibilities

- ✔ Attends and participates in Outings, Workshops, Meetings and Training as required
- ✔ Is a positive role model for Mentors and Mentees
- ✔ Builds mutual respect and instills trust
- ✔ Distinguishes between facilitating options and solving problems
- ✔ Maintains confidentiality and sets clear boundaries in line with program policies
- ✔ Completes required documentation within the program Evaluation Processes as required
- ✔ Liaises within the Support Structure
- ✔ Reports under the Duty of Care Policy where required
- ✔ Makes weekly contact by email or phone or sms with Mentors in team.
- ✔ Is not expected to be an expert, authority or supervisor
- ✔ Is not expected or encouraged to meet face to face with Mentors and / or Mentees outside of Program schedules, unless in line with program policies.

Key Performance Indicators (KPI)

Tangible ways of measuring Roles and Responsibilities, where possible:

- ✔ Attendance at 100% of the Training Program
- ✔ Commitment to participate in and commit to the relevant program for a twelve month period
- ✔ Attendance at 100% of the Butterfly Boot Camp (SISTER2sister Program participants only)
- ✔ Attendance at 100% of Graduation Day
- ✔ Attendance at 75% of ALL Outings and Workshops
- ✔ Attendance at 75% of the Mentor Meetings

Skills and Experience

- ✔ Previous experience as a Big Sister in the SISTER2sister program
- ✔ No formal qualifications are required
- ✔ Previous mentoring experience is advantageous (ie, teaching, nursing, counselling, business, etc)
- ✔ Exceptional listening skills
- ✔ Exceptional questioning skills
- ✔ Good communication skills

Personal Attributes

- ✔ Kind, patient, caring, sensitive
- ✔ Reliable, committed and dedicated
- ✔ Punctual and trustworthy
- ✔ Non judgemental, unconditional and open-minded
- ✔ Shows honesty and integrity, and leads by example
- ✔ Shows respect of Mentee's privacy and confidentiality
- ✔ Empathetic and positive
- ✔ Shows self awareness and knows own limitations
- ✔ Able to genuinely listen and understand

Remuneration and Benefits

- ✔ This is a volunteer position, and as such there is no formal remuneration
- ✔ Benefits will potentially arise throughout the program

Career Development

Team Leaders have the option to take on a role with the online ONE2one Mentoring program dependent on their availability as this offers more flexibility. If this is of interest, it is advisable to let the National Program Manager know, such that your transition can be facilitated when a suitable position is made available.

Team Leader's Rights

- ✦ Integrity and honesty
- ✦ A safe environment, free from physical or verbal abuse
- ✦ Mutual respect
- ✦ Clear guidelines on expectations through policies which are well communicated
- ✦ Confidentiality
- ✦ Valued and accepted by Life Changing Experiences Foundation and its youth initiatives including the SISTER2sister Program and the ONE2one Mentoring Program
- ✦ Debriefing and counselling support from qualified professionals, where required
- ✦ Ability to discontinue if circumstances require it

Completed applications for the SISTER2sister/ONE2one Mentoring Programs should be submitted by the deadline dates provided on the website at www.lifechangingexperiences.org (usually by 1 February of each year).

Mail to : Suite 1A3, Level 1A, 410 Elizabeth Street, Surry Hills NSW 2010 OR

Fax to : 02 9211 8196 OR **Email to :** enquiries@lifechangingexperiences.org