



# Canberra City Farm Role

## Seed Saving Coordinator

Position title:	Mentoring Program Coordinator
Location of position:	Varies
Reports to:	Canberra City Farm Executive Committee
Role, project overview and purpose	<ul style="list-style-type: none"> <li>• The CCF Mentor Program coordinator conducts and organises all aspects of the CCF Mentoring Program.</li> <li>• The purpose of the CCF Mentoring Program is to support CCF people (mentees) to: <ul style="list-style-type: none"> <li>○ grow and sustain their own food garden; or</li> <li>○ improve the sustainability of their city; or</li> <li>○ confidently present and demonstrate talks and presentations; or</li> <li>○ undertake a new job/role in the CCF network and businesses.</li> </ul> </li> </ul>
Key responsibilities	<ul style="list-style-type: none"> <li>• Market and promote the CCF Mentoring Program</li> <li>• Manage all mentors and ensure their profiles are approved by the CCF Executive Committee</li> <li>• Be first point of contact to help Mentors solve problems</li> <li>• Report on problems that Mentors have and design system-wide improvements and solutions, and share learning insights with CCF Executive Committee</li> <li>• Coordinate CCF Mentor Training Workshops as required</li> <li>• Direct web inquiries to a Mentor and have their responses published on CCF website (if appropriate) – coach mentors to do this themselves on the CCF wiki where possible</li> <li>• Conduct evaluations of mentoring relationships</li> <li>• Write quarterly reports about the CCF Mentoring Program for the CCF Executive Committee and members</li> <li>• Mentor and support the next person to take on the position</li> </ul>
Existing arrangements	<ul style="list-style-type: none"> <li>• CCF has a range of background information about the position.</li> </ul>
Minimum period	<ul style="list-style-type: none"> <li>• 1 year + time to coach next person to take on the role.</li> </ul>
Skills, experience and attributes	<ul style="list-style-type: none"> <li>• Interested in learning, mentoring and helping people grow.</li> <li>• Project management and administration skills to deliver results.</li> <li>• Interpersonal skills to build collaborative relationships with all stakeholders.</li> </ul>
Training that will be provided by the CCF:	<ul style="list-style-type: none"> <li>• Coached and supported to do each responsibility by an experienced CCF member and the CCF Executive Committee.</li> </ul>
Benefits for the volunteer:	<ul style="list-style-type: none"> <li>• Increased skills and self-confidence.</li> <li>• Contributing to grow the CCF community.</li> <li>• Practice field for developing and practicing coaching and influencing skills.</li> </ul>



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Benefits to CCF:	<ul style="list-style-type: none"> <li>• Successful mentoring program.</li> <li>• Improved reputation, credibility, brand and impact of CCF.</li> </ul>
Other requirements of the role:	<ul style="list-style-type: none"> <li>• Induction training.</li> <li>• Police check (if required).</li> <li>• Medical check (if required).</li> </ul>
Name of volunteer	
Start date:	
End date:	
Hours and days required per week:	
Learning needs:	
Any other training required (please describe):	
Any other special conditions (please describe):	
Mentor:	
Volunteer signature:	
Executive signature:	
Date:	
Date of review:	
Last person in position:	
Last person's learning insights and tips:	