



## JOB DESCRIPTION Mentorship Coordinator

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### POSITION DETAILS

**Position Title:** Mentorship Coordinator

**Rate:** \$40 per hour

**Agreement/Award:** Miscellaneous Tier 2 or 3 (depending on age)

**Hours:** Approximately 5-10 hours per week for a three-month period

**Location:** Fremantle, WA and surrounding metropolitan area

**Effective Date:** Immediate start

### REPORTING RELATIONSHIPS

**Reports to:**

Gaining Ground WA Inc. Board of Directors

Direct report: Chair of the board and founder

**Other officers reporting to the above:**

All Gaining Ground WA staff

**Officers under direct responsibility**

**of this position:** Nil

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### ABOUT GAINING GROUND WA

We are a women-founded and led mental wellbeing not-for-profit based in Western Australia that keeps women and girls in football and empowers women and girls in soccer to lead on the pitch and in their lives. Through club mentorship programs and wellbeing workshops, we



support players with the tools to become confident, emotionally-intelligent women and girls who step up as role models, coaches, and leaders in the game and in their communities.

### **KEY ROLE STATEMENT**

The Mentorship Coordinator organises and oversees the operation of the Gaining Ground WA mentorship program at Fremantle City FC (FCFC), which involves partnering junior girls teams with senior mentors. This requires coordination of supervision of mentorship sessions, data collection and monitoring, as well as training and support of senior players.

### **KEY RESPONSIBILITIES**

- Liaising with senior players and junior coaches/managers to organise mentorship sessions, acting as the mediator and main point of contact.
- Maintaining and updating the mentorship calendar to coordinate and monitor the program's frequency and efficiency.
- Attend and supervise mentorship sessions as required to ensure accountability and quality control.
- Collect quantitative and qualitative data in the form of testimonials, statistics and survey responses for use by the Board of Directors.
- Provide adequate training, resources and support services to senior mentors to ensure they feel capable of leading a mentorship session.

### **ABOUT YOU**

#### **Essential criteria**

- Highly developed organisational and time management skills
- Highly developed communication skills - ability to work across a number of communication platforms to schedule sessions with both players and coaches
- Communication methods could include face to face, email, Whatsapp or other messaging platforms
- Self-starter and proactive
- An interest and dedication to women and girls playing football, mental wellbeing, and sport

#### **Desired but not essential**

- Coaching experience, including session planning and management
- Competency in use of scheduling or calendar application
- Experience in working with younger individuals
- Knowledge of club sport structure and sporting environments
- Confidence in speaking to groups or a willingness to learn



## **JOB DESCRIPTION**

### **Mentorship Coordinator**

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#### **What we offer you**

- Join a women-led team dedicated to creating long-lasting change
- A supportive team environment
- Personal and professional development opportunities within a growing organisation
- Opportunity to contribute to worthwhile change for women and girls in sport

#### **Flexibility requirements**

- Must be capable of commuting to and from all FCFC home ground pitches, including Wauhop Park, Hilton Park, Ken Allen Reserve and Bruce Lee Reserve.
- Must be capable and willing to work flexible working arrangements including nights.
- Must be capable and willing to respond to calls and communication outside of scheduled working hours.

#### **Other requirements**

Appointment to this position is subject to:

- Provision of a satisfactory Working with Children Check or willingness to obtain one
- Provision of a personal ABN or willingness to obtain one

**To apply, please submit a cover letter and resume outlining your relevant qualifications and experience to [hello@gainingground.com.au](mailto:hello@gainingground.com.au) by 31 May 2024.**