



## ROLE DESCRIPTION - MENTOR

### The Program

The ARI Mentor Program supports emerging industry leaders. Over 6 months ARI Member Teams complete a project-based Challenge under the guidance of an experienced industry Mentor.

Challenges are designed to solve a problem through research, program or solution design that benefit the industry whilst providing opportunities for Mentee's to develop technical, project and leadership skills.

The main aims of the ARI Mentor Program are to:

1. Retain and transfer aquatic and recreation knowledge
2. Cultivate leadership skills
3. Retain talent in aquatics and recreation

### Key Functions of Mentors

**Project Guidance and Support:** A key aspect of the mentoring role is to provide guidance and support to the mentoring team in planning and executing the Challenge task. Mentor's need to provide support to their Mentee team in the effective delivery of a project that advances their knowledge and skills and has the potential to advance the industry.

Act as a role model for the Mentees. Mentors are expected to act as exemplars of the Mentor Program, showcasing the professionalism and commitment required to be a successful leader at the highest levels of the aquatics and recreation industry. They should demonstrate this through their communication and behaviour with program participants, the ARI, key stakeholders and the broader industry.

### Position Objectives

1. To provide guidance on 'best practice' delivery of projects
2. To provide a "sounding board" that challenges program participants to explore new concepts and extend their knowledge and skills
3. To support connection of Mentee's with the broader aquatic and recreation network

### Responsibilities

Mentors are expected to fulfil the following responsibilities:

- Be able to commit to spending at least 6 months in a relationship with the Mentee team.



- Spend at least three - five hours a month engaged in a mutually agreed-upon activity with their Mentee team.
- Communicate with their Mentee team weekly—by telephone or email—to keep in touch about what is going on in their project.
- Honour, all commitments made to the Mentee's and ARI.
- Be respectful of the Mentee's time, opinions, and decision-making.
- Serve as a positive role model by modelling desirable behaviours—e.g. patience, tolerance, and reflective listening.
- Be comfortable and able to establish appropriate boundaries with the Mentee team and the organisation they represent.
- Be encouraging and supportive of Mentee's.
- Help the Mentee's develop a project plan for completing the Challenge task and provide advice, support and direction where requested or required.
- To help your team de-brief (focusing on strengths, weaknesses and learning opportunities) after the event.
- Observe confidentiality and professional boundaries.

## Time Commitment

Teams are permitted to use an Industry Mentor on substantive matters for limited hours during the 6-month Challenge task period. Teams may spend up to 30 hours with the Industry Mentor prior to submitting the written report.

Time spent with the Industry Mentor may include in person, telephone and videoconferencing communications. Mentors and Mentees may use other forms of communication, e.g. email, without restriction subject to agreement between the Mentor and Mentees.

## Compulsory Dates

Mentors are expected to be available to attend the following key events:

- Challenge Launch – *to be held in November 2017*
- Project Pitch – *to be held in conjunction with the 54th Annual ARI Conference*

## Selection Criteria

### Essential criteria:

- Extensive experience in senior and leadership roles in aquatics and/or recreation of 5 years or more
- Ability and willingness to communicate what you know
- Approachability, availability, and the ability to listen and effectively communicate with people from diverse backgrounds
- The capacity to commit to the program for at least 6 months



## Desirable criteria:

- Conflict resolution skills
- Ability to build a good rapport
- Demonstrated ability to be assertive and maintain appropriate boundaries
- Demonstrated problem solving skills
- Demonstrated organisational and project management skills
- Demonstrated leadership skills

## Application Process

Candidates are requested to supply a letter of introduction and an accompanying CV, merged as one MS Word or PDF file.

This information should be sent electronically to [eo@aquaticinstitute.com.au](mailto:eo@aquaticinstitute.com.au) with the subject identifies of the email to be:

### *2017 ARI Mentor Program – Mentor Application*

Applications for Mentor positions will close on **Friday 27 October 2017 at 5pm.**

Applications will be reviewed by the Selection Panel and all applicants will be advised of the outcome after this date.