

Job Mentoring Service

English Language Partners Wellington



Level 5, 186 Willis Street, Mt Cook, Wellington
PO Box 11469, Manners St., Wellington 6142

Ph (04) 384 1992
email: jobmentor.wellington@englishlanguage.org.nz

Volunteer Job Description: Job Mentor

Purpose of position: To provide one-on-one job seeking support to skilled migrants and refugees from non-English speaking backgrounds, who are looking for meaningful work in Wellington, New Zealand.

Location: Various – public meeting places such as libraries, local cafes or spaces in the English Language Partners Wellington offices as agreed upon by the job mentor and job seeker.

Key competencies:

Volunteers will:

- have a good knowledge and understanding of the New Zealand work environment and culture.
- have recent experience of applying for roles and working in Wellington.
- have very strong written and spoken English.
- have knowledge of where and how to look for jobs in Wellington ie job search techniques and job application techniques such as cover letters, CVs and interview processes.
- have an awareness of and empathy for other cultures and the issues new migrants face when settling in New Zealand.

Job Mentoring commitment:

Volunteers need to:

- attend a one-day training session.
- devote a certain amount of time every 1-3 weeks for face to face meetings and email/phone contact with their allocated job seeker.
- seek to maintain a positive, supportive relationship with their job seeker.
- believe in the positive cultural and economic impact skilled migrants and refugees can make in New Zealand.
- keep in regular contact with the Job Mentoring Service coordinator with regular updates on relevant developments, issues and successes.
- wherever possible, positively connect with other job seekers and job mentors whilst engaged with the Job Mentoring Service e.g at Network Nights.
- be prepared to spend at least 3-4 months mentoring your job seeker for her/him to feel more confident and equipped in their job search. Understand that the search for meaningful work is a process.

Job Mentoring Service commitment:

The Job Mentoring Service will:

- provide you with training and resources; ongoing support and advice; professional development and networking opportunities.
- aim to match you with someone you will enjoy working with.