



# Northern Suburbs Community Centre Inc.

## Volunteer Learner Drive Mentor for L2P Program

### Position Description

<b>Position Title:</b>	L2P Program Learner Driver Mentor
<b>Organisation:</b>	Northern Suburbs Community Centre Inc.
<b>Hours:</b>	Minimum 2 hours per week
<b>Location:</b>	The position serves the community of Lilydale, Rocherlea, Mayfield, Newnham, Mowbray and Invermay.
<b>Accountable To:</b>	General Manager and L2P Program Coordinator
<b>Responsibility:</b>	Reporting to the L2P Program Coordinator.  All volunteers have the responsibility to: <ul style="list-style-type: none"><li>- follow policies and procedures of Northern Suburbs Community Centre, being cognisant with and upholding the objectives and philosophy of the organisation.</li><li>- be respectful towards the organisation, colleagues, volunteers, clients and general public.</li><li>- act collaboratively with all colleagues and volunteers at all times, and to act in a safe, courteous and responsible manner at all times</li></ul>

#### **General:**

The purpose of neighbourhood houses in Tasmania is to work as community operated organisations building community capacity in socially isolated and disadvantaged local areas or neighbourhoods. Neighbourhood Houses must consult and respond to the specific needs of their communities within their own resources and in partnership with other government and non-government agencies and organisations.

The Goals of Neighbourhood Houses are:

- Connect community
- Support people
- Create opportunity
- Local leadership

Northern Suburbs Community Centre Inc. is an independent Incorporated Association, funded by the Department of Premier & Cabinet (DPAC) and operates within the Framework of the DPAC Neighbourhood House Programme.

#### **Program Outline:**

##### **L2P Program Overview**

The L2P Program, facilitated by the Northern Suburbs Community Centre (NSCC), supports individuals in the Northern Suburbs of Launceston to achieve their provisional driver's licence (or if they have an international licence to support them achieve their licence) by providing access to supervised driving practice. The program primarily focuses on assisting disadvantaged individuals, helping them break the cycle of social and economic

disadvantage by overcoming transport barriers that limit access to education, training, and employment opportunities.

### **Key Program Features:**

- **Mentor Support:** Matches learner drivers with trained volunteer mentors for supervised driving sessions.
- **Vehicle Access:** Provides a safe, program-owned dual controlled vehicle for learner driver practice.
- **Skill Development:** Encourages participants to build confidence, driving skills, and social connections.
- **Community Engagement:** Offers mentors an opportunity to share their skills, experience, and knowledge to make a meaningful impact.
- **Safety Focus:** Reduces risks by promoting safe driving practices and minimizing the likelihood of driving without a licence.

### **Funding:**

The L2P Program is made possible through funding provided by the **Department of State Growth Tasmania**, enabling NSCC to coordinate the program and provide the necessary resources, training, and support for both learners and mentors.

This program has been operating successfully since 2013 and continues to make a significant difference in the lives of participants, mentors, and the wider community.

### **Position Purpose**

The L2P Program Mentor is responsible for supporting learner drivers in gaining supervised driving experience to help them achieve the 80 hours required for their provisional licence. Mentors foster a safe and supportive learning environment, provide guidance, and act as positive role models, empowering participants to develop skills and confidence for independent driving.

### **Key Responsibilities**

1. **Supervised Driving Support:**
  - Provide supervised driving sessions to learner drivers in a program-provided vehicle.
  - Ensure adherence to Tasmanian road rules and safe driving practices.
2. **Relationship Building:**
  - Develop cooperative and supportive relationships with learners.
  - Foster a respectful, inclusive, and empowering environment.
3. **Safety and Compliance:**
  - Prioritize the safety of the learner, other road users, and yourself.
  - Maintain a zero blood alcohol level and be free of illicit drugs while supervising.
  - Notify the Program Coordinator of any medications that may impact your ability to supervise.
4. **Training and Program Involvement:**
  - Participate in initial induction and ongoing training provided by the program.
  - Utilize provided resources, such as the Supervisory Drivers Handbook and Keys2Drive materials.
  - Provide regular feedback to the Program Coordinator regarding learner progress.
5. **Professional Conduct:**
  - Adhere to the L2P Program's Code of Conduct and NSCC policies.
  - Respect the learner's privacy and uphold their right to feel safe.
6. **Reliability and Communication:**
  - Commit to a minimum of 2 hours per week for up to 6 months.
  - Notify the learner and Program Coordinator if unable to attend scheduled sessions.

### **Mentor Eligibility**

#### **Essential Criteria:**

- Hold a current full Australian car driver's licence with a good driving history (no suspensions in the last 2 years).
- Current Working with Vulnerable People Registration (WWVP). (Provided by NSCC if required).
- Completion of a National Police Certificate (provided by NSCC).

- Willingness to undergo induction and training, including Tasmanian Road Rules and supervisory guidelines.
- Ability to commit to the time requirements of the role.

**Desirable Criteria:**

- Genuine interest in supporting the wellbeing and development of individuals.

**Benefits of Being an L2P Mentor**

- Make a meaningful impact on someone’s life by helping them gain independence and access opportunities.
- Share your skills and life experience with the community.
- Receive ongoing support, training, and recognition from NSCC.
- Build rewarding relationships and contribute to a safer, more connected community.

**TERMS AND CONDITIONS**

This is a volunteer position and no wage or salary is available

The occupant of this position recognises the importance to advise the L2P Program Coordinator of any proposed extended absences as early as possible prior to a session commencing to allow adequate alternative arrangements to be made.

Participate in training

All volunteers of Northern Suburbs Community Centre are subject to a three month probationary period

Occupants of this position are subject to a satisfactory National Police Check and Working with Vulnerable People Registration prior to commencement.

\_\_\_\_\_ **L2P Volunteer Learner Mentor**

\_\_\_\_\_ **L2P Volunteer Mentor Signature**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Mani Rai,  
L2P Program Coordinator**

**APPROVED** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Trish O’Duffy  
General Manager**