



POSITION TITLE	Driving Mentor
REPORTS TO	Programs Manager
LOCATION	Mildura
EMPLOYMENT BASIS	Part time-fixed term contract
CLASSIFICATION LEVEL	SCHADS Award – Level 2.1
DATE UPDATED	08/05/2025

ORGANSATIONAL BACKGROUND

Sunraysia Mallee Ethnic Communities Council (SMECC) has been operating for over forty five years and is governed by a Board of Directors from diverse professional and cultural backgrounds within the Sunraysia region. The organisation provides services to migrants, refugees and other culturally and linguistically diverse (CALD) communities to support and facilitate their social and economic participation within the broader community. Services include resettlement and family support programs, advocacy, education and capacity building, employment, play groups and programs for youth, seasonal worker accommodation and a food distribution hub. These services are delivered with funding support from Federal and State government departments, philanthropic agencies and relationship partners.

Position Overview

The Driving Mentor will be responsible for delivering high-quality, culturally safe, practical driving sessions. Ensuring driving students develop the necessary skills and confidence to become safe and competent driver. The role will focus on supporting individuals from diverse backgrounds, including new migrants, refugees, and young drivers, in obtaining their driver’s license and improving road safety awareness.

KEY RESPONSIBILITIES	
Driving Instruction	<ul style="list-style-type: none"> • Conduct practical driving sessions in accordance with Learner permit licensing requirements and road safety regulations. • Provide structured and supportive training to participants with varied learning needs. • Educate learners on road rules, hazard perception, and defensive driving techniques. • Assess learners' progress and provide constructive feedback to improve their driving skills.

	<ul style="list-style-type: none"> • Maintain accurate records of lessons, assessments, and progress reports. • Assist participants in preparing for their driving test, including conducting practice tests. • Ensure compliance with all safety protocols and vehicle maintenance checks/logbooks. • Support the delivery of road safety education workshops, as required. • Work collaboratively with program staff, community organisations, and local services to ensure a supportive learning environment. • Provide culturally sensitive and inclusive instruction, recognising the diverse backgrounds of learners.
Monitoring Motor Vehicles	<ul style="list-style-type: none"> ▪ Ensure dual-controlled learner driver vehicle is fully equipped with all necessary materials and well maintained.
Other	<ul style="list-style-type: none"> ▪ Adherent to all organisational policies, procedures and practices and safety measures ▪ Undertake other duties consistent with skills and experience as directed

KEY RELATIONSHIPS	
Internal	<ul style="list-style-type: none"> ▪ Reports to and takes direction from the Programs Manager ▪ Works collaboratively and respectfully with all staff across the organisation
External	<ul style="list-style-type: none"> ▪ Interacts in a friendly, professional way with SMECC stakeholders and clients ▪ Build strong business relationships with SMECC service providers

SELECTION CRITERIA	
Essential	<ul style="list-style-type: none"> • Possess a full and unrestricted driver’s license. • Proven experience as a driving instructor or relevant teaching/coaching experience. • Strong knowledge of road laws, safe driving practices, and hazard perception. • Excellent communication and interpersonal skills, with the ability to engage with learners from diverse backgrounds. • Demonstrated ability to provide patient, supportive, and adaptive instruction tailored to individual learner needs. • Ability to maintain accurate records and reports.

	<ul style="list-style-type: none"> • Current Working with Children Check and Police Check (or willingness to obtain).
Desirable	<ul style="list-style-type: none"> • Hold a valid Driving Instructor Authority (DIA) issued by Commercial Passenger Vehicles Victoria (CPVV). • Certificate IV in Transport and Logistics (Road Transport - Car Driving Instruction) or equivalent qualification. • Speaks languages other than English

ADDITIONAL CONDITIONS OF EMPLOYMENT	
Other	Work is generally conducted within the organisation's regular business hours; however, some occasional out-of-hours may be required depending on the circumstances.