

KILFINAN AUSTRALIA SERVICE AGREEMENT



SERVICE PROVIDER

Kilfinan Australia (KA)
ABN: 81 613 660 174

Level 6, 432 St Kilda Rd
Melbourne VIC 3004

General queries & admin support:

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Mentorship support:

Lesley Podesta: lesley@kilfinanaustralia.org.au

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Responsible persons:

Beth Weatherly: beth@kilfinanaustralia.org.au

MENTEE

Please complete the fields below

Name _____

Org _____

ABN _____

Email _____

Phone _____

KILFINAN AUSTRALIA MENTORSHIP

Congratulations, you have been selected to participate in the Kilfinan Australia Mentoring Program. You are eligible for our pro bono services. As such, your mentorship matching and administration fee of \$5000 + GST will be waived.

INCLUSIONS

Once program placement is confirmed, KA will commence the matching process. Finding the right mentor is a critical step and can take time. This process could be as short as two weeks but occasionally may take longer. KA is dedicated to identifying the best possible match and will prioritise this over an expedited process. The next steps are as follows:

- I. **Matching:** Following the mentee's confidential interview, KA will identify a potential mentor and send you their information to review. At this point you are welcome to reach out to us with any questions or concerns. If the proposed match looks suitable, the next step is for you to advise us that you are interested in progressing. You can then contact the potential mentor directly to arrange an initial meeting.
- II. **Initial meeting:** The mentee and proposed mentor will have an initial meeting to determine if they would like to work together and think they can build a trusting, effective working relationship. This initial conversation is an opportunity to get to know more about each other and discuss what each of you expect from the mentorship.
- III. **Mentoring Agreement:** If both parties agree to continue, they will be required to sign a Mentoring Agreement. The agreement outlines mutual expectations, obligations to each other, as well as the mentee's learning needs and development goals.
- IV. **Ongoing support:** KA will provide each mentoring pair with ongoing support and management as the mentorship progresses.

In addition to the induction and matching processes, mentees are welcome to participate in KA's ongoing skill building events and forums, and any additional programs offered by KA.

MENTORSHIP TERMS AND CONDITIONS

KA mentorships are self-driven, confidential, professional relationships. Once matched by Kilfinan, there is no obligation on the part of the mentee or mentor to disclose the details of their discussions to any other person.

It is suggested you meet a minimum of six times per year, but are free to design your mentorship as you see fit. The structure and framework for each mentoring match is up to the participants and should be considered flexible and evolving. It can be adapted to your needs and expectations as required and as the relationship progresses.

Most mentorships last around two years, but the duration will vary depending on individual needs and developments. The conclusion of any mentorship can be at the discretion of either the mentee or the mentor, or if you leave your position within your organisation.

The mentee agrees to:

- I. **Sign a General Service Agreement.**
- II. **Sign a Mentoring Agreement.** The mentee and mentor are required to sign a mentoring agreement outlining mutual expectations, obligations to each other, as well as the mentee's learning needs and development goals.
- III. **Provide feedback to KA at scheduled intervals.** The mentee agrees to provide feedback to KA at six months, annually, and at the close of the relationship. We ask that mentees be prompt and honest in providing this feedback, whether it is positive or negative. Feedback is confidential and will cover how the mentorship is proceeding, and how the mentee is progressing with their stated goals.
- IV. **Report issues and/or changes of circumstance.** If there are any issues with the progress of the mentorship, the mentee (as appropriate) should contact KA directly at the earliest opportunity. Likewise, the mentee is required to report to KA any change of roles, organisation, and/or contact details, as this may affect the mentee's eligibility to continue with the program.
- V. **Maintain confidentiality.** The mentee commits to not sharing with anyone outside the mentorship any personal circumstances relating to the other person. This includes not speaking about personal issues or using the other person's name during any KA events unless previously agreed. Our full privacy policy can be viewed on our website.

ONGOING CONTACT AND SUPPORT

Mentees should contact KA if there are any issues with the mentorship that cannot be resolved together, if there are any questions, or if they wish to draw their mentorship to a close.

On top of the regular due diligence, mentees will be asked to report progress at regular intervals. There is one evaluation checkpoint in the first year and a further check in for each year thereafter. The information gained through this process helps measure the effectiveness of our program and enable ongoing improvement.

FEES

The mentorship matching and administration fee of \$5000 + GST will be waived.

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Kilfinan Australia and _____ agree to the terms and conditions outlined herein.
Mentee name

Mentee signature

Date

Signed on behalf of Kilfinan Australia by Beth Weatherly, CEO.

Signature

Date