



Females in IT &
Telecommunications

Job Description – Learning & Development Lead

Job Title:	FITT Team Member – Learning & Development
Reporting Into:	FITT Management Committee (MC)
Location:	Sydney or Melbourne
Type:	Volunteer
Period:	2 years (2-4 hours/week, seasonally)
Direct Reports:	L&D Sub Committee Volunteers

About FITT

FITT (Females in IT and Telecommunications) is a not-for-profit network whose purpose is to inspire women to achieve their career aspirations and potential at all levels and disciplines within ICT, by facilitating peer networking and support through our programs.

FITT Key Objectives

- Creating a voice for women in ICT by partnering with industry leaders in IT and Telecoms to drive the gender diversity agenda in Australia.
- Complementing existing corporate programs by offering organisations services such as professional mentoring, education and diversity statistics and data about how to retain and grow their female workforce.
- Empowering individuals to achieve their career aspirations through regular webinars and events from leading experts and student outreach programs
- Expanding the FITT network by increasing Corporate and individual subscribers as well as increasing our online influence through social media channel

Job Overview

Reporting into the MC, the primary responsibility of this role is to:

- Oversee the Mentoring Program and additional avenues for Learning & Development
- Lead L&D with a passionate interest in developing women's skills & confidence in the ICT sector

Additionally, you will

- Recruit/manager volunteers in a sub-committee that are responsible for L&D programs
- Please see the [FITT website](http://www.fitt.org.au) for more about the FITT Mentoring Program





Females in IT & Telecommunications

Key Accountabilities

- Overseeing the Annual Mentoring program including associated training requirements and events ensuring it is executed to plan and budget, feedback is incorporated and recommendations for adjustment are made
- Manage supplier budgets, and facilitate mentoring training in conjunction with suppliers
- Understand and document FITT policy for skills development activities
- Actively engage with MC and members to find Mentees and Mentors, as well as to deliver programs
- Be an active member of the FITT community, which entails regular reporting to MC - Operations and FITT
- Ensure accountability for actions, sound governance practices and metric reporting to assist FITT with achieving its goals and outcomes.

KPIs: To be submitted by the person in this role to the Management Committee for review, approval and ongoing measurement at the next Annual Planning Day. Must include Webinar delivery (number per year), and satisfaction rating target, and mentoring programs (National/Lite/Circle) satisfaction rating, and Corporate sponsor satisfaction targets

Key Skills and Competencies

- A solid knowledge of L&D principles—HR/L&D background, Academic/Education Training Institutions or a particularly strong people manager interested in developing people
- Strong project management background or managing multiple programs with end-to-end function management experience, and delivery to key milestone on time
- Training and facilitation experience
- Prior experience with budget management and management of suppliers
- People management experience: know how to direct, motivate, and reward volunteers
- Experience and interest in observing, attended or delivered L&D through attendance in a mentoring program or self-discovery/ assessment tools and/or on-the-ground delivery of training in the education sector an advantage
- Strong influencing and communication skills to build cases for change to the FITT MC; active listening ability
- Understanding/awareness of the topic of gender diversity and associated obstacles

Personal Attributes

- Willingness and capacity to contribute actively to a voluntary group
- Energy to promote the vision of FITT
- Ability to clearly articulate ideas within group and to external parties
- Passion for technology, creativity to cultivate new ideas
- Organised and detail oriented
- Self-motivated team player who takes accountability to deliver results

All newly appointed Team Members will be subject to a four month probationary period.

If you are interested in this opportunity, please apply with your resume to hr@fitt.org.au.

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