



## VOLUNTEER ROLE DESCRIPTION

<b>VOLUNTEER ROLE</b>	Jobs Club Volunteer
<b>PROGRAM</b>	ReSource Youth Program and Given the Chance Program
<b>DIRECTORATE</b>	Multicultural Communities Team
<b>REPORTS TO</b>	Youth Development Officer and Given the Chance Manager
<b>VOLUNTEER HOURS</b>	Wednesdays 3:30pm – 5:30pm

### ORGANISATIONAL PURPOSE

The Brotherhood of St Laurence (BSL) employs over 1200 staff and is supported by approximately 1200 volunteers. Our work is focused in Melbourne and Victoria but branches out through our partners to every state and territory in Australia.

In contemporary Australia, poverty and disadvantage have a strong geographic dimension. The focus of our work is increasingly on places as well as groups of people experiencing hardship such as early school leavers and the unemployed. We create programs which prevent and alleviate poverty during four key life transitions: childhood, adolescence, midlife and retirement.

One of our priorities is to work with state and federal governments and other community organisations to scale up our successful programs. The Brotherhood's approach is informed by the best evidence, including the work of our own research and policy department.

### DEPARTMENTAL PURPOSE

[The Brotherhood's Multicultural Communities Team](#) (MCT) works to:

- Strengthen families, communities and their organisations (through complex casework and counselling, community development and organisational support for new and emerging communities);
- Shape responsive service provision (through service development, advice, information, special projects across a range of sectors);
- Influence public opinion and public policy (through advocacy, policy analysis, advice to government and community education); and
- Learn, through its relationships with recently-arrived communities, to act as a centre of knowledge and experience (through information, consultation and advice, documentation, action research and publications).

### POSITION PURPOSE

**The ReSource Youth Program** facilitates social and economic inclusion and community engagement for young people aged 15 – 25 of migrant, refugee and asylum seeking backgrounds, who live, work, study, or have a connection in Whittlesea. The ReSource Youth Program builds upon the various individual, community and cultural strengths of these young people and delivers a variety of youth-led and youth centred activities that respond to their aspirations, needs and barriers and foster greater

inclusion. The ReSource Youth Program builds employment and education skills, and develops participation in employment, education, training and volunteering by facilitating opportunities and building capacities.

**Given the Chance** – delivers a range of demand-led employment programs that work closely with both employers and disadvantaged jobseekers across Melbourne (Fitzroy, Dandenong, Flemington and Epping). Given the Chance operates two main projects as follows:

- *Given the Chance Group Training Organisation* (GTO) brokers and provides traineeships, labour hire and work placement opportunities for jobseekers with a range of host employers across Melbourne.
- *Given the Chance, Jobs Victoria Employment Network* (JVEN) supports disadvantaged jobseekers into employment in partnership with local providers and employers at sites in Dandenong, Flemington and Epping. This project is funded by the Victorian Government.

## **ROLE TASKS**

- Coach and support people around matters related to education, training and employment at a weekly drop in Jobs Club,
- Support people to write and update resumes and cover letters, practice job interviews, search and apply for jobs, and gain an understanding of Australian workplace cultures,
- Assist program staff by ensuring that weekly Jobs Club attendance is recorded accurately and in a timely way on BSL Efforts to Outcomes database.

## **WE ARE LOOKING FOR**

- Current knowledge and experience of Australian workplace and education pathways,
- Good interpersonal and communication skills with the ability to relate to young people,
- An understanding of and empathy with people from diverse and cultural backgrounds,
- Ability to work independently and in a team,
- Understanding of and sympathy with the values and ideals of the BSL.

## **ORGANISATIONAL RELATIONSHIPS**

Internal Liaisons: Work and Learning team, BSL employment programs, BSL managers, Youth Transitions teams, BSL Parents Next, Multicultural Communities Team and all WESSI programs.

External Liaisons: Hub staff

## **CONDITIONS OF VOLUNTEER INVOLVEMENT**

1. This role requires both police and working with children checks. Your volunteer role will not begin until the necessary checks are complete.
2. Volunteers are requested to take responsibility for their own and others' workplace health and safety and to adhere to policies which keep the Brotherhood of St Laurence a workplace committed to equal opportunity, free from discrimination and harassment.
3. All Brotherhood volunteers must be eligible to volunteer in Australia.

## **AGREEMENTS**

I understand that I am a volunteer who contributes my time and effort without expectation of remuneration. I understand that as a volunteer I am required to adhere to Brotherhood of St Laurence policies, procedures and the code of ethical behavior.

**Confidentiality**

I undertake to keep all personal or sensitive information which I have access to, or become aware of in my role as a volunteer in the strictest confidence. I will at all times respect this confidence by only discussing such details within the bounds necessary to undertake my duties and responsibilities as a volunteer with the Brotherhood of St Laurence.

Volunteer Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

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

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

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