

Voluntary Position

POSITION TITLE:	<i>Volunteer Program Support</i>
EMPLOYER:	North Melbourne Language & Learning Inc (NMLL)
LOCATION:	Ground Floor 33 Alfred St, North Melbourne 3051
RESPONSIBLE TO:	Committee of Management, NMLL
REPORTS TO:	Community Development Team
CONDITIONS:	As per Volunteer Handbook

POSITION CONTEXT

North Melbourne Language & Learning (NMLL) Inc. operates in a culturally diverse community on the North Melbourne public housing estate, delivering learning and community engagement opportunities with an emphasis on community connectedness.

NMLL believes that Volunteers have a valuable contribution to make to the community. NMLL Volunteers are an invaluable resource which enhances the existing work of NMLL and allows NMLL greater outreach into the community.

POSITION OBJECTIVES and PURPOSE

The purpose of the Volunteer Program Support volunteer role is to provide assistance and support to the Community Development Coordinator to:

- Better support the current volunteer pool and to further expand the NMLL Volunteer Program.
- Expand upon the engagement of CALD (Culturally and Linguistically Diverse) community members within the NMLL Volunteer Program and within the community more generally.
- Assist with prioritising and responding to challenges and opportunities raised by our community regarding their ability to participate in mainstream volunteering

The Volunteer Program Support volunteer will need to be available for 3 hours per week during work hours for a minimum of 6 months and ideally for a 12 month period.

KEY RESPONSIBILITIES AND DUTIES

The Volunteer Program Support volunteer will working with the community development team members and NMLL staff to:

- Plan, promote and deliver 2 x annual volunteer intakes
- Plan, promote and deliver 2 x volunteer support sessions (including social gatherings and professional development sessions)
- Update volunteer program information and systems
- Support with the development and analysis of the annual NMLL volunteer survey
- Identify improvements that can be made to the volunteer program within current resources. Including the identification of successful evidence based practices that could be implemented at NMLL.

- Support the planning, promotion and delivery of the new Volunteering: a pathway to employment course
- Identify further opportunities for the CALD community to participate in volunteering within NMLL and / or within the community more broadly
- Other duties as consistent the role of Volunteer Program Support Volunteer and within the skill capabilities and interest of the volunteer
- Pending 3 month review – it is expected that Volunteer Program Support volunteer will make a minimum commitment of 3 hours per week over 6 months from the commencement of their volunteer placement

KEY SELECTION CRITERIA

Essential

1. Understanding of or interest in the volunteer sector
2. Interest in promoting volunteering within the not-for-profit sector
3. Interest in supporting the needs of NMLL volunteers to fulfil their volunteer roles at NMLL
4. Understanding or willingness to learn about the challenges and opportunities that people from CALD backgrounds face in participating in mainstream volunteer programs
5. Interest in promoting volunteering within the CALD community
6. Interest in working with people from diverse social, economic, and cultural backgrounds
7. An interest in supporting the NMLL Volunteer Program
8. Ability and willingness to work with and relate to people from Culturally and Linguistically Diverse (CALD) backgrounds
9. Excellent communication and interpersonal skills
10. Reliable and Punctual
11. Available to volunteer for approx 3 hours per week for 6 months
12. Ability to take direction from Community Development team members and NMLL staff
13. Able to work independently and as part of a team

Desirable

14. Fluent in an additional community language
15. Interest in and ability to take photographs of event activities and participants
16. Ability or interest in developing marketing materials suitable for a cross cultural audience

CONDITIONS OF VOLUNTEER PLACEMENT

All Volunteers with NMLL are required to:

- Provide two referees
- Adhere to the recruitment process as outlined on the NMLL website
- Agree to a National Criminal Records Check prior to commencing in their role
- Have an up to date Working With Children's Check
- Follow policies and procedures as outlined in the NMLL Volunteer Handbook
- All NMLL volunteer roles are subject to a 3 month probationary period (with the exception of Classroom Support Volunteers who are subject to a 1 month probationary period)