

### **Voluntary Position**

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

### **POSITION CONTEXT**

North Melbourne Language & Learning Inc. (NMLL) works with diverse and dynamic communities on the North Melbourne public housing estate and surrounding neighborhoods, delivering learning opportunities and community development programs for adult learners from culturally and linguistically diverse backgrounds with an emphasis on building stronger communities.

### **POSITION OBJECTIVES and PURPOSE**

Alongside the Community Development Team, the purpose of the Community Development Volunteer is to engage with community members and provide support for capacity building, intercultural exchange and the creation of opportunities through event and program planning/support. This role will support our ongoing programs including Neighbourhood Networking and Yarn Over in addition to one-off events with a focus on intercultural communication and skill development.

Tasks will typically include:

- Assisting the running and facilitation of community consultations, community information sessions, regular programs and events.
- Supporting the CD team to engage with the community on a regular basis.
- Preparing a range of marketing and promotion materials that will be distributed to NMLL networks and local community members.

### **KEY SELECTION CRITERIA**

#### *Essential*

1. You have a demonstrated interest in cultural & linguistic diversity and intercultural exchange
2. You want to support community events and programs
3. You are culturally competent and have the ability to work alongside people from Culturally and Linguistically Diverse backgrounds
4. You have excellent communication and interpersonal skills
5. You are reliable and punctual
6. You are available to volunteer for approximately 3-6 hours per week
7. You have the ability to take direction and feedback from Community Development staff

*Desirable*

8. Availability to volunteer beyond the initial 6-month period
9. Hobbies you are willing to share
10. Interest photography/videography
11. The ability to use Canva for promotional materials

**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 or acquire an up to date Working with Children's Check
- Follow policies and procedures as outlined in the NMLL Volunteer Handbook and the Classroom Support program guidelines
- 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)