

Administrative support Volunteer : Position Description

Position Title	Administrative support
Location	Head Office – Melbourne CBD
Reports To	Program Coordinators for Education Volunteers and Training
Date	April 2021

Organisation Description

One in three children in Australia’s most disadvantaged communities start school developmentally vulnerable and they continue to fall behind as they progress through school. Ardoch seeks to change this.

Ardoch is a children’s education charity focused on improving educational outcomes for children and young people in disadvantaged communities. Our 2025 vision is to become Australia’s most impactful education partner supporting children in disadvantaged communities.

Our mission is that every child’s potential should be realised through full participation in education. This belief inspires us to increase engagement in education, build aspirations and enhance learning outcomes of children in disadvantaged communities. We mobilise community and workplace volunteers to support schools and early childhood services. We also advocate for and seek to influence policy change to reduce inequity in education.

Overview of Role

Ardoch provides targeted support to enhance children and young people’s learning opportunities.

This is a hands on role that will suit a self-starter, keen to get involved with what we do, able to communicate effectively and willing to tackle a range of tasks. The successful candidate will have responsibilities across a broad range of activities requiring a mature attitude and a range of skills. This role requires 4 - 6 hours per week during office hours for a minimum of 6 months.

Roles and Responsibilities may include:

- ★ Assisting with Working with Children Check process, including recording Working with Children Checks
- ★ Assisting the Programs team in the office with a variety of administrative tasks
- ★ Making phone calls to Education Volunteers and maintaining relevant records
- ★ Data entry and filing (Excel, Donman, online platform Track it forward)
- ★ Providing hands-on support to specific projects
- ★ Updating and maintaining organisational records and documents

Skills Required

- ★ Be self-directed, willing to take initiative, and detail-oriented
- ★ Must present a professional appearance and a friendly manner
- ★ Demonstrable track record in an administrative position
- ★ Ability to communicate clearly and invite support and assistance from others where necessary
- ★ Ability to multi-task and problem solve
- ★ Must be dependable and punctual
- ★ Competent in Word, Excel, Outlook, Databases and use of the internet
- ★ Respect and maintain confidentiality of volunteers, partners, and donors

Recruitment Process

Prior to volunteering, all Ardoch Volunteers are required to:

- ★ Interview
- ★ Complete an application form
- ★ Complete and pass a child safety online module
- ★ Attain a current Working with Children Check with Ardoch named
- ★ Undergo a Police Check (at Ardoch's expense) by providing 4 identity documents to Ardoch
- ★ Have two reference checks

Please note that Police Checks take up to 10 days to clear and Working With Children Checks usually take 3 weeks to be processed by the department of Justice.

We appreciate your patience.

Further Information

Please contact Programs Coordinators for further information on 03 9537 2414 or Volunteers@ardoch.org.au or <https://www.ardoch.org.au/>