

Administrative support volunteer: Role Description

Position Title	Administrative support volunteer
Location	Head Office – Melbourne CBD
Reports To	Program Coordinators for Workplace Volunteering
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.

Over the next two school terms, we are running our Literacy Buddies and Numeracy Buddies programs for over 50 schools. Everything we do is in line with the Child Safety Standards so each letter/blog must be screened before we can send it on. We also must ensure that the records we are keeping are up to date and you will be asked to write a letter/blog on behalf of a Big Buddy that is away.

This role requires 4 - 6 hours per week during office hours for a minimum of 6 months.

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.

Roles and Responsibilities may include:

- ★ Assisting with the maintenance of the Literacy and Numeracy Buddies program by reading and recording buddy letters/blogs
- ★ Data entry and filing
- ★ Assistance with other duties and activities as requested by Programs team

Essential Skills Required

- ★ Meticulous attention to detail
- ★ Strong competency with Excel
- ★ Experience with online platforms management
- ★ Be able to use Canva (or learn how) – design platform
- ★ Must present a professional appearance and a friendly manner
- ★ 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
- ★ Respect and maintain confidentiality of [organization name] 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/>