

## About Ardoch

Ardoch is a national not-for-profit organisation focused on improving educational outcomes for children and young people experiencing disadvantage.

Our vision is that every child's potential is realised through full participation in education.

We deliver tailored education and wellbeing programs which address barriers to education by providing vital learning and wellbeing resources and activities. These programs build children and young people's confidence, aspirations, social skills and wellbeing. These are essential elements for enabling full engagement in education and a love of learning. Engagement in education is the key to opening future pathways and possibilities. Without it, the cycle of disadvantage and inequity continues.

We broaden horizons for children by providing access to excursions and inspiring learning experiences. We mobilise volunteers to support students in partner schools to act as positive adult role models who invest time, share knowledge and experience, and actively demonstrate their interest in a child's future. We advocate for change so that key issues such as inequities in Australia's education system are at the forefront.

### Values

- **Empowerment:** We recognise people's strengths and uniqueness, amplify their voices, and support them to make their own choices.
- **Learning:** We value the power of education to change lives, and continually learn from research, students, partners, communities and each other.
- **Impactful:** We strive to create the most meaningful change for the students we support.
- **Community:** We connect diverse voices and perspectives and collaborate to respond to the unique needs of schools and their communities.
- **Accountability:** We own our actions and take responsibility for creating a fair, respectful and positive environment.

## Position: Fundraising Administrator (volunteer): Ardoch's Great Auction

### Role overview

Ardoch is looking to engage someone to help organise Ardoch's Great Auction. Working alongside the fundraising and engagement team you will be helping to secure a range of prizes and assist in setting up the auction site. 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 can-do attitude and a range of skills.

### Hours and duration

Variable pending volunteer availability and the specific projects being worked on. Typically, 3-6 hours per week.

Ardoch's Great Auction will occur in November, so it is anticipated the role would finish after that time, however there may be opportunities to move to other fundraising projects.

<b>Classification</b>	Voluntary role
<b>Location</b>	Ardoch's Melbourne CBD office or remotely online (need to have own device)
<b>Reports to</b>	Fundraising and Engagement Coordinator

### Benefits of Volunteering with Ardoch

- Make a difference in your local community
- Assist in raising funds to support the learning and wellbeing of children and young people experiencing educational disadvantage
- Connect with like-minded volunteers who are bettering the educational outcomes for Australian students
- Build new skills in fundraising and communications
- Ardoch has a strong commitment to the learning and development of volunteers and runs regular free professional development sessions
- Supportive environment with regular volunteer check-ins and other support mechanisms

## Position Functions and Responsibilities

The key functions and responsibilities of the role are:

### Supporting coordination of Ardoch's Great Auction

- Help us find companies who might like to be part of Ardoch's Great Auction
- Work with our Fundraising and Engagement Coordinator to reach out to potential supporters of the auction
- Collecting, collating, and composing information about the items (including images)
- Help to update records about all the items we find and set up the auction website

### Skills Required

- Written and verbal communication skills
- Organisational skills
- Enthusiasm and a willingness to remain positive if people do not want to be part of the initiative.

### Personal Attributes of Ardoch Volunteers

- Committed
- Respectful of boundaries
- Show initiative
- Passionate about children and education
- Able to build positive relationships
- Professional, and patient role model
- Focused, not easily distracted
- Open minded and non-judgemental
- Constant champion of children, education and Ardoch
- Communicate respectfully with all stakeholders

## Recruitment and training process

Ardoch is strongly committed to Child Safety and has a comprehensive screening and induction process for volunteers, to both ensure applicants are suitable and to support volunteers to be ready for their roles.

## Onboarding requirements

- A virtual interview with an Ardoch employee
- Online training modules around child safety and knowledge for volunteering
- Apply for and receiving a cleared Working with Children Check in your state
- Completing a National Criminal History Check (paid for and organised by Ardoch via CrimCheck)
- If applicable, completing an International Criminal History Check\* (processed via Ardoch)  
*\*required if you have lived in any countries outside of Australia for more than 12 months in the last 10 years.*
- Providing details of referees for Ardoch to conduct reference checks
- Agreeing to the Child Safety Policy and Code of Conduct

## Support provided by Ardoch

- Online training modules and interactive induction training workshop as mentioned above
- A volunteer handbook and training guide you can refer to
- Support within the role, including an induction and first day check-in with Ardoch staff and regular check-in sessions
- Access to Ardoch's regular volunteer professional development sessions to build your skills and knowledge (these are often education focused)

## Terms and Conditions of Volunteering

- Upholding Ardoch's vision, purpose, and values
- Complying with Ardoch's Code of Conduct, policies, and procedures
- Participating in volunteer check-ins (supervision), training sessions and professional development sessions as required
- Please note: disclosure of any pre-existing illness or injury which could reasonably be foreseen to be affected by the volunteer work duties described is a requirement. Failure to disclose may result in compensation not being paid for that condition.

## Child Safety statement of commitment

Ardoch is committed to protecting children's and young people's right to safety and well-being. We know children have a right to be kept safe *at all times*, so we have a zero-tolerance approach to all forms of child abuse.

We know that some children are more vulnerable than others. That's why we actively promote the safety and well-being of children and young people who:

- are from Aboriginal and Torres Strait Islander communities
- are from culturally and linguistically diverse backgrounds
- have a disability
- identify as LGBTIQ+

Everyone who works with or represents Ardoch is responsible for ensuring that children are safe, feel safe and are involved in decisions that affect their lives.

## Ongoing Child Safety requirements

Volunteers, once commenced are expected to:

- Submit to a National Criminal History Check every three years following commencement
- Renew state-based Working with Children Checks prior to their expiration
- Report to Ardoch if charged or convicted with any offence
- Complete an annual child safety refresher training and maintain familiarity with Ardoch's child safety policies and procedures

## How to apply

To express your interest in the role, please email [volunteers@ardoch.org.au](mailto:volunteers@ardoch.org.au) with a brief outline of your skills and interest in the role, using the subject line *Application: Ardoch's Great Auction Assistant*.

### Assistance

For further information, or if you have any accessibility requirements that we can assist with, please contact Ardoch's Volunteer Team on 1300 273 624 or by emailing:

[volunteers@ardoch.org.au](mailto:volunteers@ardoch.org.au)

#### Hiring Manager Approval

Name of Hiring Manager:

Kim Berry

Date Position Description

Finalised: 24 Aug 2023

Signature:



#### Child Safety Officer Approval

Name of CSO: Lachlan Preston

Date Position Description

Approved: 1/09/2023

Signature:



#### Volunteer Programs

**Manager Approval**

Name: Lachlan Preston

Date Position Description

Approved: 1/09/2023

Signature:

