

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 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.

Ardoch works with thousands of children and young people in schools in Victoria, New South Wales, Queensland, and Western Australia.

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: Program Support (Letter Screening) Volunteer

Role overview

This role specifically supports the Literacy Buddies and Numeracy Buddies program by screening and processing letters and blogs according to our writing and child safety guidelines. This involves reading through the letters and flagging any content that is against the child safety guidelines. The successful candidate will be part of the screening team and support the efficient running of the programs.

Hours and duration

Variable pending volunteer availability, between 1–4 hours each week.

Role duration at least 3 months between May – December

Classification

Voluntary role

Locations

Victoria

- Ardoch's Melbourne CBD office

Online

- This can be done completely remotely via SharePoint

Reports to

Ardoch Workplace Volunteer Coordinators

Benefits of Volunteering with Ardoch

- Make a difference in our community through supporting the learning and wellbeing of children and young people experiencing disadvantage with like-minded volunteers.
- Gain skills and experience that can be transferred to other paid or unpaid roles.
- 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

Letter Screening functions include:

1. Letter screening

- Screening assigned letters or blogs written by children and Big Buddy volunteers
- Paying careful attention to detail during the screening process
- Fulfilling reporting requirements relating to child safety or writing rules breaches
- Respecting and maintaining confidentiality of students and volunteers
- If needed, writing letters/blogs on behalf of absent or missing Big Buddy volunteers
- On occasion, support with other relevant tasks may be requested

Skills Required

- Competent in Word, Excel, Outlook, data entry and use of the internet

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
- Attending an induction and training for letter screening
- 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 around child safety and knowledge for volunteering
- An induction and training for letter screening
- A key contact who will support your induction to the role, coordinate your weekly workplan, and be your first point of contact for any challenges or issues
- Regular professional development sessions to build your skills and knowledge

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
- 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 apply complete the application form at the URL or QR code:

<https://www.ardoch.org.au/individual-volunteer-application/>



Assistance

For further information, or if you have any accessibility requirements that we can assist with, please contact Ardoch's Volunteer Team on (03) 9537 2414 or by emailing: volunteers@ardoch.org.au

Hiring Manager Approval

Name of Hiring Manager:

Suan Sow

Date Position Description

Finalised: 2 June 2023

Signature of Hiring Manager:



Child Safety Officer Approval

Name of CSO:

Lachlan Preston

Date Position Description

Approved: 2 June 2023

Signature of Child Safety Officer:



CEO Approval

Name of CEO:

Lisa Jones

Date Position Description

Approved: 7 June 2023

Signature of CEO:

