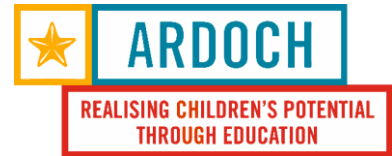


# Pathways Program Volunteer (Mock Interviews)



## 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.

## 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: Pathways Program Volunteer (Mock Interviews)

### About the Mock Interview Program

Ardoch's Mock Interview volunteer opportunity is part of our Pathways Beyond School program which aims to increase aspirations towards continued education and training, with a view to gaining long-term employment.

These programs are designed to offer short and engaging learning experiences to support students' preparation for their futures, Pathways Beyond School.

Ardoch's Mock Interview program uses volunteers to facilitate practice interviews for secondary school students to help prepare them for the world of employment. You will interview students, helping them to practice and build on interview techniques which are crucial to securing employment, and provide them encouragement and supportive feedback to help them be even more prepared in the future.

*"Thanks for the opportunity! I really enjoyed meeting the other volunteers, as well as hearing from the students about their hobbies and goals for the future. It was a great experience all around." – Volunteer*

<b>Hours and duration</b>	Periodic volunteering opportunities throughout the year. Events typically run for 2–3 hours during school hours (Mon–Fri), with varied start and end times
<b>Classification</b>	Voluntary role
<b>Locations</b>	Programs typically occur at the school, in the following areas:  <b>Victoria</b> <ul style="list-style-type: none"> <li>• Greater Geelong</li> <li>• Melbourne: North (Hume, Coburg, Fitzroy, Flemington areas)</li> <li>• Melbourne: South East (Greater Dandenong, Frankston, Peninsula areas)</li> <li>• Melbourne: West (Wyndham, Sunbury, Footscray, Melton, St Albans areas)</li> </ul> <b>NSW</b> <ul style="list-style-type: none"> <li>• Sydney: West (Guildford, Granville, Auburn, Punchbowl areas)</li> </ul>
<b>Reports to</b>	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

***“[It was] so nice to hear the kids’ stories and their journey in life so far and assist with getting them to the next level.” – Volunteer***

## Position Functions and Responsibilities

The key functions and responsibilities of the role are:

### 1. Provide opportunities for authentic interview experience

- Attend face to face or online interviews with high school students
- Be supportive and encouraging to students as they practice their interview skills
- Provide feedback and encouragement to students on their resume and interview techniques to help them prepare for future interviews

### 2. Be a positive role model

- Act as a positive adult role model in all interactions
- Working cooperatively with Ardoch staff, teachers and other volunteers
- Promote a child safe environment
- Fulfill reporting requirements relating to child safety
- Participate in training and professional development opportunities, when provided
- Other duties as may be required in line with the role

### Personal Attributes of Ardoch Volunteers

- Committed
- Respectful of boundaries
- Passionate about children and education
- Able to build positive relationships
- Professional, and patient role model
- 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 all volunteers. This process ensures that volunteers are suitable for the roles and are trained ready for success in their volunteering.

### Onboarding requirements

- Online training modules around child safety and knowledge for volunteering
- Apply for and receiving a cleared Working with Children Check in your state
- Agreeing to the Child Safety Policy and Code of Conduct

If you attend more than two Ardoch volunteering events you will also need to:

- Complete 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.*

### Support provided by Ardoch

- Online training modules and interactive induction training workshop as mentioned above
- Support of an Ardoch staff member when volunteering

### 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

You can view the calendar of upcoming Pathways Program event dates and locations (including Learning through Lunch) here:

<https://www.ardoch.org.au/pathways-beyond-school-calendar/>



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

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

For the role category select Mock Interviews Volunteer.

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

### Hiring Manager Approval

Name: Suan Sow

Date Position Description

Finalised: 31.8.2023

Signature:



### Child Safety Officer Approval

Name: Lachlan Preston

Date Position Description

Approved: 31 Aug 2023

Signature:



### Volunteer Programs Manager Approval

Name: Lachlan Preston

Date Position Description

Approved: 31 Aug 2023

Signature:

