

## POSITION DESCRIPTION – TEAM MEMBER

Position Title	Volunteer Facilitator- In Search Of Safety	Department	Migration Support Programs
Location	Victoria (Metro, Regional)	Direct/Indirect Reports	0
Reports to	Project Officer, In Search of Safety	Date Revised	March 2016

### ■ Position Level Descriptor

An individual at the Team Member level is accountable for their own performance and contributes to team performance. People at the Team Member level do not have any people reporting to them on a day to day basis.

### ■ Position Summary

Red Cross Migration Support Programs (MSP) provides support to refugees, asylum seekers, people in detention and others made vulnerable as a result of migration. Red Cross delivers a range of services and programs that protect and uphold the health, dignity and wellbeing of vulnerable migrants. We also work to reconnect family members whose loss of contact is caused by international or internal conflict, war and disaster.

In Search of Safety is an interactive, educational program informing primary school students about the asylum seeker journey and the reasons why people seek protection in Australia.

The program presents students with a theoretical and practical introduction to facts about refugees and asylum seekers, as well as an opportunity to hear from someone who has sought protection in Australia and is now living in the Victorian community.

The delivery of community education programs on refugee and asylum seeker issues is a new and exciting area of work for Migration Support Programs in Victoria. This program builds on the pilot developed by Red Cross in Western Australia in 2012 and has since expanded to secondary schools.

The Volunteer Facilitator will work with the Project Officer and Volunteer Community Speakers to deliver In Search of Safety at participating primary schools in their local area. Volunteer Facilitators will present students with the facts on asylum seekers and refugees and lead an activity that encourages students to walk in the shoes of someone fleeing persecution, before the students have an opportunity to hear from a Volunteer Community Speaker talk about their experience seeking asylum in Australia.

This role requires a minimum commitment of 3-5 hours per month during business hours (9am-3pm).

### ■ Position Responsibilities

#### Key Responsibilities

- Attend briefing and debriefing sessions on day of scheduled presentation
- Deliver presentation in an engaging and effective manner to participating students and teachers
- Attend relevant orientation and training
- Engage with Volunteer Community Speakers in a positive and respectful manner
- Engage with interpreters as required
- Encourage students to interact positively and meaningfully during the workshop
- Contribute to program review and evaluation activities
- Complete relevant administrative processes as relevant

## ■ Position Selection Criteria

### Technical Competencies

- Confident public speaking skills
- Experience working in classroom settings or working with young people desirable
- Demonstrated experience working with people from culturally and linguistically diverse backgrounds
- Interest in humanitarian issues
- Highly developed communication and interpersonal skills
- Willingness to work with interpreters
- Ability to travel
- Excellent time management skills
- Basic skills in Microsoft Office suite including PowerPoint

### Qualifications/Licenses

- Background in social sciences, human services and/or education desirable
- A Working With Children Check & Police Check are mandatory for this role
- Drivers license is desirable

### Behavioural Capabilities

- **MODEL | Demonstrate Care and Commitment | Demonstrates the Seven Fundamental Principles of the Red Cross Movement: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality**

Actively demonstrates behaviours consistent with Red Cross Fundamental Principles | Assists others within the framework of Red Cross goals and Fundamental Principles | Shares skills and encourages clients to learn | Acts as a practical resource to vulnerable people | Identifies and addresses needs, issues and concerns of clients | consistently demonstrates behaviours in accordance with the Red Cross Code of Conduct

- **MODEL | Value Diversity | Promotes respect for diversity and human dignity**

Appreciates the diversity of Red Cross's people and clients | Considers the impact of words and behaviour when interacting with others | Is sensitive to others feelings | Listens to and acknowledges others thoughts and feelings

## ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:  
**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**
- Act at all times in accordance with the Code of Conduct
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters