

Volunteer role description

Migration Employment Mentor

Department	Migration Support Programs
Availability	Minimum 4 hours per month. 3 month mentorships. Ongoing role.
Location	Flexible
Category	Working in our Services and Programs

Building an inclusive, diverse and active humanitarian movement based on voluntary service

Role purpose

This is a unique opportunity to support newly arrived migrants facing barriers to employment. As a mentor, you will support individuals searching for employment who are in their first 5 years in Australia

In partnership with the Department of Social Services (DSS), Red Cross' Migration Support Programs (MSP) have developed a strategy '**Here to Contribute**' which expands and develops initiatives to build respect and understanding of migrants who have arrived in Australia in the last 5 years through mentoring, volunteering and social connections.

Role responsibilities

- Attend training provided by Red Cross to support your role
- Undergo a matching process that links you to a person searching for employment.
- Provide guidance and support for people assigned to you along an agreed time frame (minimum of 1 hour meeting per fortnight either face to face, online or phone)
- Provide support, knowledge and advice relating to career planning, employability, skill development, resume content, interview preparation, business etiquette, employer expectations, networking opportunities and understanding of the Australian workplace culture
- Act as a resource and guide to the people you support
- Collect a small amount of information on your mentorship experience, including a monthly progress report and diary entries

Knowledge, skills and experience

- Understanding and empathy for the needs of migrants (in particular newly arrived migrants)
- Ability to work effectively and sensitively with individuals from diverse cultural backgrounds
- Strong understanding of the Australian workplace culture
- Strong organisational and time management skills
- Excellent communication and interpersonal skills

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- A flexible and positive attitude
 - Significant network connections in your industry and community
 - Experience recruiting and retaining staff and/or volunteers
 - Previous experience mentoring work colleagues and/or community members
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Learning and development

- Complete Red Cross online learning modules or Volunteer Induction as required
 - Commit to a monthly reflection (minimum of 3) with Red Cross staff providing feedback on the program and have constructive feedback regarding mentoring activities
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General conditions

We act always in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement

Humanity
Impartiality
Neutrality
Independence
Voluntary Service
Unity
Universality
