



Connected Women Project Volunteer - Katherine

Department	Migration Support Programs
Availability	Approximately three hours per week ongoing. After Hours events with some office time during business hours (flexible).
Location	Northern Territory - Katherine
Category	Working in our Services and Programs

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

Role purpose

The Connected Women Facilitator supports the work of Connected Women, a part of Social Cohesion project. The Australian Red Cross has undertaken the Social Cohesion Project as part of the Department of Social Services 'Here to Contribute' program. The project recognises the positive contributions that migrants make to Australia, supporting people in their first 5 years of settlement. The objective of the Connected Women project is to increase social connection and participation for migrant women living in regional areas. In 2017, Focus Groups were held to establish mediums to facilitate increased participation. The results lead to a sewing project, First Aid training and English Classes. These projects will be strengthened with the support of the project support volunteer.

Role responsibilities

- Liase with group leaders to coordinate events, trainings and presentations
- Support the Social Cohesion Project Officer with key administration tasks
- Actively contribute to Connected Women activities, facilitating discussion and supporting the needs and ideas of participants
 - Perform Monitoring and Evaluation tasks including capturing key information at Connected Women sessions, collating and analysing data and supporting the construction of reports
- Contribute to the planning and development of Connected Women as a sustainable, codesigned, participant-driven project.

Knowledge, skills and experience

- Comfortable speaking on the phone with a broad range of culturally diverse clients
- Show empathy for the mature aged, disadvantaged and socially isolated clients
- At ease working independently or as part of a team to share the workload

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- Basic admin skills and knowledge of Microsoft Office including email
 - Experience working in customer service, call centres, aged care or clients with disabilities
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Check requirements

- A National Criminal History Check prior to commencement and renewed every five years (Red Cross will arrange this)
 - Working with Children's Check relevant to your state / territory location
 - Reference Check
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Learning and development

- Complete Red Cross online learning modules as required
 - Attend Red Cross Volunteer Induction, Program Training and ongoing training as required
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General conditions

We act always in accordance with the Australian Red Cross Ethical Framework 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
