

Volunteer role description



Red Cross acknowledges
the Traditional Owners
of this land, their ancestors
and Elders, past and present.

the
power of
humanity



Restoring Family Links (RFL) Project Volunteer - Dandenong

Department	Migration Support Programs Restoring Family Links (RFL)
Availability	1 day p/week Weekdays (9am-4pm), 6-12 months commitment
Location	Dandenong
Category	Working in our Services and Programs

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

Role purpose

The Restoring Family Links (RFL) program of Australian Red Cross is part of the International Red Cross Red Crescent global tracing network, and supports people to find and re-establish contact between separated family members as well as working to clarify the fate of the missing.

The Restoring Family Links program is currently looking for a volunteer to assist the program in the continued development of a casework project focusing on missing migrants, providing data entry and analysis of boat disasters and circumstances surrounding individuals who went missing en route to Australia by boat.

Role responsibilities

- Entering data into Windows Excel in relation to boat disasters and missing boats en route to Australia.
- Analysing data and cross-checking information and names across various Windows programs.
- Assisting in gathering information that will inform the policies and procedures of actioning incoming and outgoing boat cases
- Provide administration support to the team such as entering activities and results into the RFL database, photocopying and mail outs.
- Prepare up-to-date briefing materials for RFL Field Officers (caseworkers).

Knowledge, skills and experience

- Strong administrative and computer skills
- Must have experience using Microsoft Office including Outlook, Word and Excel
- Attention to detail and able to think creatively under pressure
- Excellent communication skills
- Interest and or knowledge in Restoring Family Links and other humanitarian issues
- Experience in working with organisational databases
- Ability to work independently, with limited supervision
- Ability to commit to at least one day a week in an ongoing manner

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- An understanding of the needs of the client group, including the impact of trauma, detention, uncertainty of residential status and experiences of conflict, war and displacement
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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
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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
