

# Volunteer role description



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



## Connected Women Program Volunteer – Launceston

<b>Department</b>	<b>Migration Support Programs</b>
<b>Availability</b>	<b>Minimum of 2 hours per fortnight and ongoing (Business hours)</b>
<b>Location</b>	<b>Launceston</b>
<b>Category</b>	Working in our Services and Programs

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

### Role purpose

The Connected Women Program aims to improve the mental health and well-being of socially isolated migrant women by building confidence and skills through social connection. Funded by Healthy Tasmania Fund through the Tasmanian Government and delivered by Red Cross this project aims to build and strengthen social connections through developing skills, knowledge, language ability, and confidence of migrant women to contribute and participate in the local community.

The Migration Support Program of Australian Red Cross has been working with migrants, refugees, and people seeking asylum for over 25 years. In Tasmania, programs and services in this area focus on connecting those experiencing vulnerability within the wider Australian community, by developing employment skills and building their leadership and personal capacities with a goal of supporting positive outcomes for social, economic, and cultural development in Tasmania.

### Role responsibilities

- Actively contribute to Connected Women activities, facilitating discussion and supporting the needs and ideas of participants.
- Assist Program Coordinator in monitoring and evaluation tasks including capturing key information at program sessions.
- Contribute to the planning and development of the Connected Women program.
- Assist the Program Coordinator to liaise with facilitators or trainers to coordinate events, training, and workshops.
- Maintain confidentiality of information obtained during/after sessions unless this information must be disclosed to Red Cross to assist the participant.
- Notify the program coordinator at Red Cross in advance if unable to complete the given tasks and work on a scheduled day.
- Attendance and participation in ongoing training.
- Act as a positive role model and encourage the participant to interact during sessions.
- Remain impartial and neutral when representing Red Cross.
- Encourage participants to interact positively and meaningfully during the workshop.
- Work collaboratively with a team of volunteers, guest speakers, and interpreters.
- Complete relevant administrative processes as required

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### Knowledge, skills, and experience

- Excellent cultural awareness skills, including a strong level of empathy and understanding of the needs of migrant women in their settlement journey.
- Strong interest in supporting potentially isolated migrant women strengthen social connections and participation.
- Ability and willingness to be accessible and approachable to the people you work with.
- Acceptance of people from a range of circumstances and backgrounds.
- Good administration skills, including Microsoft word, Excel, Outlook, and PowerPoint (desirable)
- Experience in event management (desirable)
- Willingness to work with interpreters
- Excellent time management skills
- Driver's license (desirable)

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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**

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**Voluntary Service**

**Unity**

**Universality**

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