

Volunteer Position Description: Job Support Volunteer

Role:	Job Support Volunteer
Time commitment:	<ul style="list-style-type: none"> • Wednesdays 2pm-4pm • We are seeking a commitment of at least 1 school term
Location:	198 Napier Street, Fitzroy
Reports to:	Community Programs Manager
Contact:	Please direct applications and questions to our Volunteer Coordinator Ruby Foley: ruby@fln.org.au 9417 2897

About Fitzroy Learning Network

Our vision is of a strong, fair, inclusive and engaged community.

Fitzroy Learning Network is a non-profit Neighbourhood House and Registered Training Organisation. Since the 1980s we have provided a wide range of programs and services to the Fitzroy community. We have a particular focus on refugees, asylum seekers, and people from migrant backgrounds. We recognise and use the strengths of our local community to create pathways to education, employment, wellbeing, and social connection.

We believe that the communities we support should be directly included in the way we work. For this reason, we strongly encourage applications from people from diverse cultural and language backgrounds, social housing tenants, Aboriginal and/or Torres Strait Islander people, LGBTIQ+ people, people with disabilities, and members of other marginalised communities.

We do not tolerate any form of discrimination or harassment from or towards staff, volunteers, or students. We are committed to providing a child-safe and inclusive environment. We have zero tolerance for child abuse.

For more information please visit our website www.fln.org.au

About this role

FLN aims to support our clients to become self-sufficient and we believe employment is fundamental to this. Finding work is not always easy for people experiencing language and settlement barriers.

Job Support Volunteers work in our Step into Work drop-in program on Wednesday afternoons. This program has an open door policy! Anyone from our local community can come on and receive assistance from our volunteer staff, in areas such as;

- Resume and cover letter writing
- Job search
- Job applications
- Practice interviews
- Advocacy on the client's behalf (where necessary)

Key responsibilities

- Assist clients with writing their resumes
- Offer support and feedback on their journey to employment
- Assist with job applications
- Assist in finding appropriate employment opportunities for student and clients of FLN
- Assist in finding volunteer opportunities for new migrants and refugees that will help them gain meaningful work experience
- Possibly engage with employment agencies or employers to advocate for job opportunities for our clients/students.

What you need for this role

Must have:

- Confidence using internet search engines, email and Job seeking websites
- Some familiarity with preparing basic CVs and cover letters
- Proficiency in using the English language, both written and oral
- Great listening and communication skills
- Patience
- A strong ability to explore the strengths and skills of a client to create a high quality CV
- An empathetic and non-judgemental approach to understanding possible obstacles to entering the workforce
- Ability to work respectfully with diverse people including those from diverse cultural and linguistic backgrounds
- A commitment to reliably attend volunteer shifts and give appropriate notice if unable to attend
- Acceptable result from a police check (paid for by us), Working with Children Check and referee check
(Please note: we consider all applications. We do not automatically exclude people with criminal records.)

Nice but optional:

- Ability to speak a language other than English
- Experience with employment coaching, management or interviewing
- An interest in education, community programs and social justice

Why volunteer with Fitzroy Learning Network?

- Become a member of a volunteer team that supports your local community
- Experience cross-cultural learning and connection
- Develop new skills and use existing ones
- Starting and ongoing training opportunities offered
- We provide professional references to volunteers who commit for at least 3 months

How to apply

- Please email your resume to ruby@fln.org.au and tell us why you would be a great Digital Literacy Classroom Assistant.
- Applications close at **11.59pm on February 21st 2021**