

Position Description

Position:	Data Entry Volunteer
Supervisor:	Relief Aid Coordinator.
Location:	Based at ASRC Footscray
Time Commitment & Availability:	Typical commitment is 1 shift per week, for ideally a period of 12 months, with some flexibility. Shifts are available Monday, Tuesday, Thursday, or Friday, 10 am-4 pm.

Organisational context

The Asylum Seeker Resource Centre (ASRC) is a leading advocacy organisation for people seeking asylum in Australia. We are a values-driven organisation that strives to be part of a movement that helps people seeking asylum by providing direct services such as assistance with accommodation, food, case coordination, employment, empowerment, education and legal services. We campaign and lobby with our sector to drive law reform and policy change.

At the heart of the ASRC strategy is the people we serve, and our commitment to ensuring that their voices of lived experience are embedded in all that we do. The ASRC exists for refugees and asylum seekers, and we are in the service of this community of people. It's important that our work and focus is led by what this community needs, expects and wants from us.

About the Program: Humanitarian Services

The Humanitarian Services Stream exists to improve the mental, physical, and social well-being of members of the Asylum Seeker Resource Centre. We safeguard basic human rights for people seeking asylum, such as food, security, medical care, and an adequate standard of living, whilst promoting dignity, empowerment, and community.

Position Purpose

The Relief Aid Service is seeking passionate volunteers to support people seeking asylum and experiencing extreme financial hardship. This role includes assessment, information provision, support, referral, and the distribution of resources to support people seeking asylum. You will have the opportunity to work directly alongside people seeking asylum, with close support from staff.

Key Responsibilities

- Accurately and efficiently enter, update and maintain data in databases, spreadsheets and systems
- Review, verify and cross-check data for accuracy, completeness and consistency
- Generate reports, summaries, and data extracts as required by management or team members
- Assist in the monitoring and evaluation of the program via data collection and presentation
- Provide administrative assistance to the team as needed, including contacting ASRC members
- Adhere to company policies, compliance standards, and data management procedures

What We're Looking For:

Essential:

- Demonstrated proficiency in data management and administration skills, including data entry, data extraction for reports, with strong attention to detail
- Advanced knowledge of Google Suite applications and Microsoft Office for the purposes of collecting and presenting data periodically and in real time
- Good interpersonal skills, including the ability to work collaboratively and liaise with team members
- Well-developed organisational and time management skills, including the ability to plan workload, prioritise, and meet deadlines
- Commitment to the rights of people seeking asylum and ASRC values
- Reliability and willingness to commit to agreed volunteer hours

Desirable:

- Prior experience in a similar role
- Lived experience as a person seeking asylum, or from a refugee background
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia

The ASRC values lived experience, passion and commitment to justice and human rights for people seeking asylum over formal qualifications. You are encouraged to apply even if you do not meet every criterion.

Compliance:

Before commencing with ASRC you will be required to complete the following:

- Police Check
- Working with Children Check
- Volunteer Agreement
- Volunteer Training
- 3-Month Review Period