

Position Description

Position:	Recruitment Support Volunteer
Reports To:	Employment Advocacy and Inclusion Advisor
Location:	Based at ASRC Footscray
Volunteer Commitment:	We are looking for someone to volunteer one shift per week, from 10am - 5pm, on either Monday, Tuesday, Thursday or Friday. Typical commitment is 1 shift per week, for a minimum period of 12 months, with some flexibility.

Position Purpose

The Recruitment Support Volunteer is responsible for screening ASRC clients to determine their suitability to advertised jobs. The volunteer will ensure clients' skill set and job readiness match the eligibility and requirements of job opportunities and support them to secure meaningful and sustainable work.

About the Program: Employment Program

The Employment program helps people seeking asylum with work rights find their first job in Australia. We build job-seeking skills and foster strategic partnerships with employers, enabling two-way connections that match candidates with meaningful opportunities and meet workforce needs across the local labour market.

Organisational context

The Asylum Seeker Resource Centre (ASRC) is Australia's largest independent organization providing aid, employment, health services and advocacy for people seeking asylum. Powered by a lifblood of over 500 volunteers and 200 dedicated staff, we create welcoming and inclusive environments.

Our organisational values are *Welcoming, Authentic, Courageous and Collaborative*.

Key Responsibilities

- Conduct screening and assessment of clients to identify employability, transferable skills, qualifications and job readiness
- Implement inclusive recruitment screening processes
- Provide administrative support for recruitment activities including but not exclusive to completing reference checks, right-to-work verifications and support clients with onboarding documentation requirements where necessary
- Maintain accurate case notes in the client management system

What We're Looking For:

Essential:

- Commitment to the rights of people seeking asylum and ASRC values (Collaboration, Welcome, Courage, Authenticity)
- Good interpersonal skills, including the ability to work collaboratively and liaise with team members
- Well-developed organisational and time management skills with an ability to work to tight deadlines
- Understands and applies inclusive recruitment practices to support fair, equitable and bias-free hiring processes.
- Ability to build trust and rapport with job seekers and employers from diverse backgrounds
- Reliability and willingness to commit to agreed volunteer hours

Desirable:

- Lived experience of seeking asylum
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia

Compliance:

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

- Police Check
- Working with Children Check
- Volunteer Agreement
- Volunteer Training