

# Position Description

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<b>Position:</b>	<b>School Administration Support Volunteer</b>
<b>Supervisor:</b>	School Coordinator
<b>Location:</b>	Based at ASRC Footscray
<b>Time Commitment &amp; Availability:</b>	Typical commitment is 1 shift per week, for a minimum period of 12 months, with some flexibility.

## Position Purpose

The purpose of the School Administration Support Volunteer is to provide structured administrative support to the School Coordinator. This role will ensure smooth operation of the School Program, accurate data management and timely follow-up of student referrals and support activities. This role strengthens compliance, reporting and coordination within the Education Program.

## About the Program: Education Program

The Education program is vital in supporting clients to not only realise their potential, but also build their confidence and capability. Education programs are divided into three pathways: English for Work (EFW), the Asylum Seeker Vocational Education & Training (ASVET) program, and School Support.

The EFW pathway connects clients with English language classes suited to their needs and location, helping to build the language skills essential for employment and everyday life. The ASVET program enables members to access government-subsidised Skills First VET courses, including certificates and diplomas, at TAFEs, Learn Local providers, and registered training organisations. Following a significant expansion in July 2023, the program now covers all visa types and is funded to support over 1,700 participants each year. School Support provides additional assistance for clients navigating the education system for their children.

## 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 over 500 volunteers and 200 staff, we create welcoming and inclusive environments. Our organisational values are **Welcoming, Authentic, Courageous** and **Collaborative**.

## Key Responsibilities

- Assist with data entry and maintaining accurate student records (under supervision)
- Support appointment scheduling and calendar coordination
- Prepare program materials, forms, and templates
- Maintain digital filing in line with VEP Drive structure
- Track school-related referrals and follow-ups
- Support the preparation of reports and program statistics
- Assist with logistics for workshops, school visits, or information sessions

## What We're Looking For:

### Essential:

- Strong organisational and time management skills
- Administration experience (education, community services, NGO, or corporate)
- High attention to detail
- Ability to handle sensitive information confidentially
- Comfortable working with databases and spreadsheets
- Clear written communication
- Ability to follow structured processes
- Good communication and teamwork skills
- Commitment to the rights of people seeking asylum and ASRC values (Collaboration, Welcome, Courage, Authenticity)

### 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