

Position Description



Position:	Social Enterprise Engagement Volunteer
Reports To:	Social Enterprise Engagement Coordinator
Location:	Based at ASRC Footscray
Volunteer Commitment:	Typical commitment is 1 shift per week, for a minimum period of 12 months, with some flexibility. Volunteer shifts are available on Tuesday, Wednesday or Thursday from 10am - 5pm.

Position Purpose

The Social Enterprise Engagement Volunteer supports people seeking asylum employed in ASRC's Social Enterprises. Working alongside the Engagement Coordinator, the role involves developing employment pathways, coordinating training sessions and providing administrative support to enhance job readiness, skill development and meaningful workplace experiences.

About the Program: Social Enterprises

ASRC Social Enterprises, Catering and Cleaning, create employment pathways for people seeking asylum. Volunteers help deliver training, build skills and foster independence. As the enterprises grow, volunteers play a key role in expanding impact, supporting staff development and contributing to a more inclusive and empowered community.

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

- Conduct one-on-one appointments with Social Enterprise staff to develop Pathway Development Plans (PDPs) that support their professional and personal goals
- Facilitate regular check-ins to monitor progress against PDPs and adjust actions as needed
- Maintain accurate records, including contact notes and referrals for training or holistic support services

- Assist the Social Enterprise Engagement Coordinator with planning and organising staff training sessions
- Support the induction, onboarding and post-placement processes for new Social Enterprise staff
- Collaborate with ASRC staff and volunteers to implement monitoring and evaluation tools, including surveys and interviews

What We're Looking For:

Essential:

- Demonstrated ability to work with people from culturally and linguistically diverse backgrounds
- Excellent communication and interpersonal skills, with an ability to effectively interact with a diverse population of staff and volunteers
- Strong organisational skills and attention to detail, including accurate note-taking and record-keeping.
- Ability to work independently to manage assigned tasks and take initiative
- Proficiency with basic computer systems, including Microsoft Word and Excel, Google Docs and Sheets
- Commitment to the rights of people seeking asylum and ASRC values (Collaboration, Welcome, Courage, Authenticity)
- Reliability and willingness to commit to agreed volunteer hours

Desirable:

- Past experience in social or casework, employment services, training and upskilling, or with trauma-informed care
- Ability to speak a community language (Arabic, Farsi, Hazaragi, Urdu, Tamil, Rohingya)
- 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