

Position Description

Position:	Volunteer Training Content Developer - Project
Supervisor:	Employment Pathways Coordinator
Location:	Based at ASRC Dandenong Hybrid role (both remote and onsite)
Time Commitment & Availability:	Typical commitment is 1 shift per week, for a minimum period of 6 - 12 months. Shifts are available on Tuesdays or Thursdays.

Position Purpose

The Training Content Developer volunteer will manage the review, update, and creation of training materials to support the Employment program existing and new workshops. Working closely with staff and subject matter experts, this volunteer will ensure our training resources are current, engaging, and fit for purpose.

About the Program: Employment

The Employment program supports people seeking asylum who have work rights to find their first job in Australia, by becoming skilled, savvy, and independent job-seekers within the local labour market. We also focus on building strategic relationships between the ASRC and supportive employers through our Employer Partnerships team. This provides the basis for organisations to contact the ASRC when they are in need of workers, as well as the ASRC being able to contact organisations to propose suitable candidates to meet their staffing needs.

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 a thorough review of all existing training materials
- Identify gaps, inaccuracies, and areas requiring modernisation
- Document findings and present recommendations to the team

- Rewrite and update content to align with current practice & organisational standards
- Design and build new PowerPoint presentations for workshops and training sessions
- Develop participant handbooks, workbooks, and reference materials
- Create facilitator/trainer guides to support those delivering the workshops
- Produce supporting resources such as activity sheets and checklists

What We're Looking For:

Formal qualifications are not mandatory, however the following will be looked upon favourably:

- Certificate IV in Training and Assessment (TAE40122) or equivalent
- Diploma or degree in Instructional Design, Education, Communications, Human Resources, or a related field
- A strong portfolio of relevant work

Essential:

- Strong writing, editing, and proofreading skills
- Proficiency in Microsoft PowerPoint and Word
- Ability to structure information clearly and logically for a learning context
- Self-motivated with strong organisational and time management skills
- Comfortable working independently with periodic check-ins
- Respectful and culturally sensitive communication style

Desirable:

- Experience in instructional design or adult learning principles
- Experience designing training for the community or social services sector
- Knowledge of accessible design and plain language principles
- Graphic design skills or experience with tools such as Canva
- Experience with eLearning tools -advantageous but not required

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