

Position Description

Position:	Education Advisor Volunteer
Supervisor:	Training Coordinator
Location:	Based at ASRC Dandenong
Time Commitment & Availability:	Typical commitment is 1 shift per week, for a minimum period of 12 months, with some flexibility. Shifts available Monday, Tuesday, Wednesday, and Friday.

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, casework, employment, 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: Vocational Empowerment Pathways

The Vocational Pathways Program supports people seeking asylum to plan, access and pursue meaningful vocational (life, study and work) pathways to meet their needs, enhance their skills, and reach their goals. We enable people seeking asylum to understand and advocate for their work and study rights and options. In addition, we collaborate with external partners and service providers to improve access, equity and inclusion for people seeking asylum within the VET and Further Study sector, mainstream employment services, and the local labour market.

Position Purpose

As the Education Advisor Volunteer, you'll empower members to transform their futures by guiding them toward vocational training pathways that match their unique skills and career aspirations. You'll help navigate course options, assess eligibility, and create study plans that open doors to meaningful employment opportunities and build confidence.

Key Responsibilities

- Provide one-on-one education counselling to members
- Assess vocational education and training eligibility
- Support members with course applications, enrolments and study plans
- Maintain accurate database records
- Support additional administration tasks as required

What We're Looking For:

Essential:

- Employment experience in senior secondary education, vocational education and study, or higher education – including providing student advice
- Experience working one-on-one with members from CALD backgrounds
- Strong organisational skills, including thorough record keeping
- Excellent written and verbal communication skills
- Strong commitment to member confidentiality
- Ability to work independently while following established procedures that protect vulnerable clients
- Team player who communicates effectively to maintain consistent quality of service

Desirable:

- Tertiary qualifications in Education such as Teaching or a related field
- 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