

Position Description

Position:	Data Entry and Administration Volunteer
Supervisor:	Employment Advocacy and Inclusion Advisor
Location:	Based at ASRC Footscray (Onsite only)
Time Commitment & Availability:	Typical commitment is 1 shift per week, ideally for 12 months, with some flexibility. Shifts are available Monday, Tuesday, Thursday & Friday 10 am - 5 pm.

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

The Employment Data Entry and Administration Volunteer is responsible for providing data and administrative support to the ASRC Employment Program. The volunteer will be assisting with data entry and data collection from various databases for the purposes of accurate reporting. This role also requires you to support the team with various administrative tasks.

Through this work, the volunteer contributes to the broader program goal of supporting people seeking asylum to pursue meaningful work and achieve greater independence and agency in their lives in Australia.

Key Responsibilities

- Accurately and efficiently enter, update and maintain data in databases, spreadsheets and systems
- Review, verify and cross-check data for accuracy, completeness and consistency
- Generate reports, summaries, and data extracts as required by management or team members
- Assist in the monitoring and evaluation of the program via data collection and presentation
- Provide administrative assistance to the team as needed, including contacting ASRC members
- Adhere to company policies, compliance standards, and data management procedures

What We're Looking For:

Essential:

- Demonstrated proficiency in data management and administration skills, including data entry, data extraction for reports, with strong attention to detail
- Advanced knowledge of Google Suite applications for the purposes of collecting and presenting data periodically and in real time
- Good interpersonal skills, including the ability to work collaboratively and liaise with team members.
- Well-developed organisational and time management skills, including the ability to plan workload, prioritise, and meet deadlines
- Commitment to the rights of people seeking asylum and ASRC values
- Reliability and willingness to commit to agreed volunteer hours

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