

Position Description

Position:	Recruitment Support 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, from 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 Recruitment Support Volunteer supports people seeking asylum to access meaningful and sustainable employment by screening their skills, experience, qualifications and job readiness to identify employment opportunities that align with their capabilities and goals. The volunteer assesses suitability against the eligibility and requirements of available job opportunities and supports people seeking asylum through recruitment and onboarding processes.

The volunteer contributes to inclusive recruitment practices that reduce barriers to employment and strengthen pathways into meaningful work, enabling people seeking asylum to pursue their goals and participate in life in Australia with greater independence and agency.

Key Responsibilities

- Conduct screening and assessment with people seeking asylum to identify employability, transferable skills, qualifications and job readiness
- Implement inclusive recruitment screening processes
- Provide administrative support for recruitment activities including but not exclusive to completing reference checks, right-to-work verifications, and supporting with onboarding documentation requirements where necessary
- Maintain accurate case notes in the client management system

What We're Looking For:

Essential:

- Commitment to the rights of people seeking asylum and ASRC values (Collaboration, Welcome, Courage, Authenticity)
- Good interpersonal skills, including the ability to work collaboratively and liaise with team members
- Well-developed organisational and time management skills with an ability to work to tight deadlines
- Knowledge of and demonstrate inclusive recruitment practices
- Ability to build trust and rapport with job seekers and employers from diverse backgrounds
- 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