**VOLUNTEER ROLE PURPOSE STATEMENT**

|  |  |
| --- | --- |
| **ROLE** | Jesuit Social Services Volunteer Facilitator Support  |
| [**VOLUNTEER’S SUPERVISOR**](file:///C%3A%5CUsers%5Csokeeffe%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CF2OTL5O9%5CVolunteer%20Role%20Statement%20Template%20Draft%206%209%2017.docx) | Project Coordinator |
| **PROGRAM** | Helga’s Project  |
| **LOCATION WHERE VOLUNTEER WILL BE LOCATED** | Frankston Corrections Office 431 Nepean Hwy, Frankston VIC 3199 |
| [**TIME COMMITMENT**](file:///C%3A%5CUsers%5Csokeeffe%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CF2OTL5O9%5CVolunteer%20Role%20Statement%20Template%20Draft%206%209%2017.docx) | Mondays 9:45-2:30 |

# JESUIT SOCIAL SERVICES OVERVIEW

**Our Vision**

Building a Just Society

**Our Mission**

Standing in solidarity with those in need, expressing a faith that promotes justice.

**Our Purpose**

We work to build a just society where all people can live to their full potential -

by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

**Our Values**

* Welcoming – forming strong, faithful relationships
* Discerning – being reflective and strategic in all we do
* Courageous – standing up boldly to effect change

**Who we work with**

We are part of and work with:

* Those most in need - individuals, families and communities
* The broader communities in which we live
* The decision-makers, service providers and institutions that affect us

**What we do**

We strengthen and build respectful, constructive relationships for:

* Effective services - by partnering with people most in need and those who support them to address disadvantage
* Education – by providing access to lifelong learning and development
* Capacity building – by refining and evaluating our practice and sharing and partnering for greater impact
* Advocacy – by building awareness of injustice and advocating for social change based on grounded experience and research
* Leadership development – by partnering across sectors to build expertise and commitment for justice

[**PROGRAM BACKGROUND**](file:///C%3A%5CUsers%5Csokeeffe%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CF2OTL5O9%5CVolunteer%20Role%20Statement%20Template%20Draft%206%209%2017.docx)

Jesuit Community College,is a key initiative of Jesuit Social Services. For people facing significant barriers to learning, the College provides opportunities for personal development, a solid foundation for further education and training and connection to a community of learning. For a broader group of learners, it offers a wider range of accredited and non-accredited vocational education and training and pathways to further study and work. The College also brokers opportunities for learners to access training offered by other training organisations in ways that suit their needs and circumstances.

The Helga’s Project is a partnership between Jesuit Community College and Department of Justice. Women on Community Correction Orders (CCO) attend the program one day per week are supported to learn knitting, creative skills, group skills, healthy appropriate communications and behavioural skills. They produce knitted items (scarves and beanies) for recipients such as orphan children in East Timor and homeless individuals in Melbourne. The program also provides women with a pathway to education and training.

# [DESCRIPTION OF ROLE](file:///C%3A%5CUsers%5Csokeeffe%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CF2OTL5O9%5CVolunteer%20Role%20Statement%20Template%20Draft%206%209%2017.docx)

The key objectives of this role is to assist the trainer within the program.

[**OUTLINE OF VOLUNTEER’S RESPONSIBILITIES**](file:///C%3A%5CUsers%5Csokeeffe%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CF2OTL5O9%5CVolunteer%20Role%20Statement%20Template%20Draft%206%209%2017.docx)

* Assisting the trainer with course enrolments and delivery
* Assisting the trainer to implement the rules
* Providing English language and literacy support to the participants
* Assisting participants to complete course documents and exercises
* Teaching participants how to knit (highly desirable skill)
* Helping with setting up and packing down
* Other duties, as may be required

**KEY SELECTION CRITERIA**

* Community spirited with a passion to encourage others to achieve their best
* Patience and ability to tutor and encourage learners
* Active listening skills
* Flexible and adaptable
* Ability to take direction and follow through with tasks and deliver on time
* Understanding and sympathy with the mission and ethos of Jesuit Social Services
* Respect for and willingness to adhere to Jesuit Social Services and department of Justice and regulation policies and procedures under the guidance of the program Trainer and the Volunteer Coordinator
* Strong verbal communication skills
* Committed to regular attendance and task accomplishment
* Genuine interest in supporting people from a range of backgrounds
* Valid Working with Children Check card;
* Successful Police Check to be conducted by Jesuit Social Services prior to commencement.

[**TRAINING AND SUPPORT PLAN**](file:///C%3A%5CUsers%5Csokeeffe%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CF2OTL5O9%5CVolunteer%20Role%20Statement%20Template%20Draft%206%209%2017.docx)

* Volunteer Organisation Induction –
* Brief Program Orientation

**SIGNATURES**

By signing this Volunteer Role Purpose Statement the Volunteer confirms that it has been read, understood and accepted

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

APPROVED BY DATE:

Susan O’Brien July, 2018

General Manager HR