

Research and update project: School Costs Guide



About Ardoch

Ardoch is a national not-for-profit organisation focused on improving educational outcomes for children and young people experiencing disadvantage.

Our vision is that every child's potential is realised through full participation in education.

We deliver tailored education and wellbeing programs which address barriers to education by providing vital learning and wellbeing resources and activities. These programs build children and young people's confidence, aspirations, social skills and wellbeing. These are essential elements for enabling full engagement in education and a love of learning. Engagement in education is the key to opening future pathways and possibilities. Without it, the cycle of disadvantage and inequity continues.

We mobilise volunteers to support students in partner schools to act as positive adult role models who invest time, share knowledge, and experience, and actively demonstrate their interest in a child's future.

Values

- ★ **Empowerment:** We recognise people's strengths and uniqueness, amplify their voices, and support them to make their own choices.
- ★ **Learning:** We value the power of education to change lives, and continually learn from research, students, partners, communities and each other.
- ★ **Impactful:** We strive to create the most meaningful change for the students we support.
- ★ **Community:** We connect diverse voices and perspectives and collaborate to respond to the unique needs of schools and their communities.
- ★ **Accountability:** We own our actions and take responsibility for creating a fair, respectful and positive environment.

Position: School Costs Guide project lead

About the Ardoch School Cost Guide

Ardoch's School Costs Guide is a resource for parents and carers that helps ensure their child has everything they need in order to learn and realise their potential. We know that there are additional costs for families when children start, or return to, school each year and the aim of the guide is to help inform families about the different costs of education and assist them to manage these.

The guide is published on the Ardoch website, as well as shared to Ardoch partner schools and other service providers to be available to support families. See more here: <https://www.ardoch.org.au/school-costs-guide/>

Hours and duration

5-10 hours per week, short-term project (4-6 weeks)

Classification

Voluntary role

Location

Online or Ardoch Melbourne office

Reports to Program Impact Manager

Direct Reports Nil

Benefits of Volunteering with Ardoch

- ★ Make a difference in your local community
- ★ Support the learning and wellbeing of children and young people experiencing educational disadvantage
- ★ Connect with like-minded volunteers who are bettering the educational outcomes for Australian students
- ★ Deepen your experience working with children and young people
- ★ Build new skills
- ★ Ardoch has a strong commitment to the learning and development of volunteers and runs regular free professional development sessions
- ★ Supportive environment with regular volunteer check-ins and other support mechanisms

Position Functions and Responsibilities

The key functions and responsibilities of the role are:

1. Review and Research

- ★ Review existing School Costs Guide content for accuracy and relevance.
- ★ Contact organisations mentioned to check information is still accurate and up to date.
- ★ Search for other schemes, information of services that should be added to the School Costs Guide.
- ★ Develop a list of organisations with whom to share the finalised School Costs Guide.

2. Writing and formatting

- ★ Update existing content and/or write new content as required for the School Costs Guide.
- ★ Review and adjust the formatting and layout of the Schools Cost Guide

Skills Required

- ★ Research skills to find and synthesise information from various sources.
- ★ Clear written and verbal communication skills.
- ★ Experience using basic software such as Microsoft Word, Powerpoint, and Excel.

Personal Attributes of Ardoch Volunteers

- ★ Committed
- ★ Respectful of boundaries
- ★ Show initiative
- ★ Able to build positive relationships
- ★ Open minded and non-judgemental
- ★ Constant champion of children, education and Ardoch
- ★ Communicate respectfully with all stakeholders

Recruitment and training process

Ardoch is strongly committed to Child Safety and has a comprehensive screening and induction process for all volunteers. This process ensures that volunteers are suitable for the roles and are trained ready for success in their volunteering.

Onboarding requirements

- ★ A virtual interview with an Ardoch employee
- ★ Online training modules around child safety and knowledge for volunteering
- ★ Apply for and receiving a cleared Working with Children Check in your state
- ★ Completing a National Criminal History Check (paid for and organised by Ardoch via CrimCheck)
- ★ If applicable, completing an International Criminal History Check* (processed via Ardoch) **required if you have lived in any countries outside of Australia for more than 12 months in the last 10 years.*
- ★ Providing details of referees for Ardoch to conduct reference checks
- ★ Agreeing to the Child Safety Policy and Code of Conduct

Support provided by Ardoch

- ★ Online training modules as mentioned above
- ★ A clear induction to the role and regular opportunity to check-in with a supervisor
- ★ A volunteer handbook and training guide you can refer to
- ★ Access to Ardoch professional development sessions to build your skills and knowledge

Terms and Conditions of Volunteering

- ★ Upholding Ardoch's vision, purpose, and values
- ★ Complying with Ardoch's Code of Conduct, policies, and procedures
- ★ Participating in volunteer check-ins (supervision), training sessions and professional development sessions
- ★ Please note: disclosure of any pre-existing illness or injury which could reasonably be foreseen to be affected by the volunteer work duties described is a requirement. Failure to disclose may result in compensation not being paid for that condition.

Child Safety statement of commitment

Ardoch is committed to protecting children's and young people's right to safety and well-being. We know children have a right to be kept safe *at all times*, so we have a zero-tolerance approach to all forms of child abuse.

We know that some children are more vulnerable than others. That's why we actively promote the safety and well-being of children and young people who:

- are Aboriginal and Torres Strait Islander
- are from culturally and linguistically diverse backgrounds
- are living with disability
- identify as LGBTIQ+
- have experienced trauma.

Everyone who works with or represents Ardoch is responsible for ensuring that children are safe, feel safe and are involved in decisions that affect their lives.

Ongoing Child Safety requirements

Volunteers, once commenced are expected to:

- ★ Submit to a National Criminal History Check every three years following commencement
- ★ Renew state-based Working with Children Checks prior to their expiration
- ★ Report to Ardoch if charged or convicted with any offence
- ★ Complete an annual child safety refresher training and maintain familiarity with Ardoch's child safety policies and procedures
- ★ Support a culturally safe environment for children at Ardoch, including acting on incidents of racism or discrimination and supporting young people to express their culture and enjoy their cultural rights

How to apply

To express your interest, please send a short email to volunteers@ardoch.org.au outlining:

- your relevant skills, and
- why you are interested in the role.

Please use the Subject Line: EOI for School Costs Guide project.

Assistance


For further information, or if you have any accessibility requirements that we can assist with, please contact Ardoch's Volunteer Team on (03) 9537 2414 or by emailing:

volunteers@ardoch.org.au

Hiring Manager Approval

Name of Hiring Manager:
Lachlan Preston


Date Position Description
Finalised: 2 Oct 2024

Signature: 

Child Safety Officer Approval

Name of CSO: Lachlan Preston

Date Position Description
Approved: 2 Oct 2024

Signature: 

Volunteer Programs Manager Approval

Name: Lachlan Preston

Date Position Description
Approved: 2 Oct 2024

Signature: 