## BASP logo (3)VOLUNTEER ROLE STATEMENT

### Brigidine Asylum Seekers’ Project (BASP)

VOLUNTEER POSITION TITLE: BASP Volunteer

REPORTS TO: Relevant BASP Co-ordinator or officer

HOURS PER WEEK: As mutually agreed

LOCATION: BASP Office/Person’s home / Community

AUTHORISED BY: Relevant BASP Co-ordinator or Officer

#### Duties

#### BASP aims to match the needs of those seeking asylum with the skills, availability and location of the volunteer

The volunteer activities may include one of the following:

1. Teaching English in a family’s or individual’s home
2. Social Support and friendship- in private homes or broader community
3. Transport to activities/appointments (Occasional or regular)
4. Helping with form filling
5. Visiting the detention centres
6. Collection &/ delivery of food or material aid
7. Letter writing/ advocacy re concerns and fairness
8. Other- specify

BASP works within the Policies of the Brigidine Sisters Victoria Community. Key policies are available on the BASP website, with the full complement available from a BASP Co-ordinator. BASP volunteers are also expected to work within these policies as far as they relate to the context of their activities.

**BASP undertakes**

To pass on the relevant information required to undertake the allocated tasks

To alert the volunteer to any known or potential risks and to identify actions if any risk should occur

To respond promptly to concerns reported and issues arising from the volunteer activity.

To amend or cease the activity if either the volunteer or asylum seeker is not comfortable with the arrangement

**The volunteer undertakes**

To respect the privacy and dignity of asylum seekers, not breaching confidentiality in public or private

To report any concerns, risks or issues which arise from the allocated activity to the relevant co-ordinator

To advise the relevant co-ordinator if they are unable to attend as agreed

To treat people as you would like to be treated.

To understand and demonstrate respect for cultural differences.

*A Working with Children Check is required for this volunteer position.*

I agree to undertake voluntary work for BASP on the basis of the conditions above.

Signed………………………………………………………..Volunteer, ………………Date