**VALS Volunteer Role Description**

|  |
| --- |
| **Client Notification Service Program - Data Analysis Support Volunteer** |
| ***Purpose*** |
| The **Data Analysis Support Volunteer** will primarily support the Client Notification Service (CNS) team as well as working alongside the CNS Data Analysist and Team Leader to complete the CNS Manual and other admin duties. ***Supervision*** |
| The Volunteer Coordinator will supervise volunteers, and provide ongoing support, with focused supervision to be provided by **Jaime Carter-Maggs and Charlotte Oaten** co-ordinating the task being undertaken by the volunteer. |
| ***Time commitment and location*** |
| Onsite at the Preston Office, one day a week, 9am to 5pm, for a duration of three months. ***Volunteer duties and responsibilities*** |
| As a **Data Analysis Support Volunteer** at VALS, you will help by performing the following duties:* Research for the referral / resource manual
* Construction of the CNS Manual
* Assisting in scheduling meetings and/or appointments with outside stakeholders.
* Assist in keeping up to date resources
	+ Creating materials to promote the CNS team (if applicable)
 |
| ***Skills, qualifications, or experience required (or desirable) for role*** |
| * Microsoft word, Excel and Power Point knowledge
* Outlook Office Knowledge
* Research knowledge
* Phone etiquette
* Team player
* Graphic Design skills an advantage but not necessary

***Background checks for role*** |
| **VALS** is very serious about its duty to provide clients with a professional service and to providing all people working at VALS with a safe and healthy working environment. We are a child safe organisation.We are committed to recruiting dedicated, professional volunteers who have the skills and experience appropriate for this role.For this reason, should you be interested in this role, we will need to collect the following information before you begin the role: Resume, a Working with Children Check, Police Check, and Proof of Vaccination status. You will only have to provide this information following the initial communication with the volunteer coordinator, and, if required, we will help to arrange for checks or help you apply for them.If you have any questions about these background checks, please don’t hesitate to contact VALS volunteer coordinator at djones@vals.org.au. Please note that we treat all information as sensitive and handle it in accordance with privacy laws. Also note that we will require you to sign the volunteer agreement and read through our volunteer handbook. |