



Ballarat Neighbourhood Centre Volunteer Expression of Interest Form (DRF27)

This is an opportunity for you to contribute to your community via our organisation and we thank you for taking the time to express an interest in volunteering at the Ballarat Neighbourhood Centre. Please complete this Expression of Interest Form and we will contact you within 2 weeks to discuss current opportunities.

Note as a Child Safe organisation all volunteers must have a WWC Card and undergo a Police Check and attend Child Safe training.

Our commitment to inclusion and diversity

We welcome all community members because our organisational culture celebrates diversity. We **value each person's abilities to contribute, and to become part of our team.** We believe everyone has the right to feel safe, welcome and have their life experiences valued.

We are committed to embracing our differences, so that people can be who they are, and work to the best of their ability. We are committed to supporting people to reach their volunteering goals and gain fulfillment from their volunteering roles.

We are committed to ensuring:

- our volunteers are welcomed into the organisation and feel safe and supported
- we affirm each of us has many layers to our identity and that this diversity is seen as a strength
- we continue to support people of all abilities in their roles
- we will endeavor to match volunteers to roles which meet both the organisation and **volunteer's needs, but recognise this may not be always possible**
- we maintain Worksafe occupational safety practices for all participants
- we accept and welcome carers to support participants
- we provide opportunities for personal and where possible professional development
- our facilities, offices, publications, and events are accessible as much as possible, and we are open to feedback for how we can improve accessibility and make reasonable adjustments
- our policies and procedures reflect our commitment to accessibility and inclusion
- we will endeavor to meet the **individual's meaningful participation to the best of our capacity with limited resources**

Our Commitment to Children and Child Safety:

At Ballarat Neighbourhood Centre we want children to be safe, happy and empowered.

Ballarat Neighbourhood Centre has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and consistently with our robust policies and procedures.

We recognise our duty of care and responsibilities to children and always act in the best interests of children. We understand our legal and moral obligations to contact authorities when we are **worried about a child's safety, which we follow rigorously.**

Training Required

Under national legislation, volunteers are protected by and bound by many of the same protections as staff. Where this is the case, volunteers at BNC may be required to complete annual training, such as Child Safety. Apart from the legal requirement to do so, BNC strongly supports volunteer engagement in our training programs to ensure we remain a safe and respected organisation for all involved - especially our valuable volunteers.

Where possible, BNC will endeavor to request volunteers complete training within their normal volunteer hours. Non-legislated training may also be offered to volunteers in alignment with their specific roles at BNC.

All Volunteers are required to

- complete Volunteer Induction (2-3 hours)
- complete Child Safety Training (2-3 hours)
- read and understand the Policy and Procedures Manual
- provide a Working with Children Check Card
- undertake a National Criminal Check (BNC provided)

Additional training will be provided as needed for your volunteering role.

Date:

Volunteer Personal Details

First Name		Surname	
Address			
Email		DOB:	
Phone		Mobile	
Are you volunteering as part of your Centrelink requirements?	Yes / No		
How many hours would you like to volunteer with us?			
On what date would you like to start volunteering?			
Please list any activities you are unable to do eg lifting, talking on the phone, etc			
Will you bring a Support Worker to help you? (Some programs have physical space limitations on participant numbers)	Yes / No		

Please circle or highlight the volunteer roles you are interested in:

Playgroup Assistant	Memory Makers Assistant	Administration & Reception
Community Events	Chatty Café Assistant	Tutor Assistant
Newsletter Writer/Editor	Newsletter distribution	Grant Writer
Community Gardening Group	Summer Watering Team	Committee Member
OKSE Kitchen Assistant	OKSE Event Set up Team	OKSE Event Pack up Team
Second Bite Food Collection	OKSC Food/Drink Attendant Cafe	Phoenix Healthy Lunch Team

Please return this EOI form to: Ballarat Neighbourhood Centre Office

- at 11 Tuppen Drive Sebastopol or
- mail to PO Box 540W, Ballarat 3350 or
- email it to reception@ballaratnc.org.au

Ballarat Neighbourhood Centre Volunteer Opportunities

Program Area	Role	Description	Day & Time	Duties	Program Coordinator	Requirements
Community Development	Community Event Assistant	Help organise events or help at an event (lunch, morning tea, celebration, etc)	As advised by Area Coordinator	<ul style="list-style-type: none"> Set up/pack up for Community events Marketing Other duties as directed by Staff 	Community Development Manager	<ul style="list-style-type: none"> Willingness to work with staff to deliver the event
	Playgroup Assistant @ Delacombe Community Hub	Assisting the Playgroup Coordinator with children during weekly playgroup session	Monday 9:30am – 12:00pm	<ul style="list-style-type: none"> Assist with set up / pack up of play equipment Assist with children's activities & snack time 	Playgroup Coordinator	<ul style="list-style-type: none"> Familiar with preschool children and willingness to engage in children's games and activities
	Chatty Café Assistant @ Delacombe Community Hub	A morning tea bringing people together to build & encourage social connections	Thursday 10.30am-11:00am	<ul style="list-style-type: none"> Set up/pack up for Chatty Café Interact with attendees 	Community Development Manager	<ul style="list-style-type: none"> Willingness to support carers and people with disabilities
	Writer / Editor Sebastopol Community Newsletter	Develop content for community newsletters	Work From Home to meet quarterly deadlines	<ul style="list-style-type: none"> Develop and write content for Sebastopol newsletter 	Community Newsletter Coordinator	<ul style="list-style-type: none"> Writing and grammar proficiency
	Community Newsletter distribution	Distribute newsletters in the Sebastopol area	When newsletter is published in March, June, September & December	<ul style="list-style-type: none"> Distribute newsletters in letterboxes and / or to local businesses 	Community Development Manager	<ul style="list-style-type: none"> Meet time frames for delivery within approx. 2 weeks of publication Independent mobility
	Memory Makers Social Group Assistant	Assist group coordinator to create a friendly and welcoming environment for attendees	Monday mornings at BNC	<ul style="list-style-type: none"> Set up/pack up for Memory Makers Interact with attendees and assist them build social connections 	Community Development Manager	<ul style="list-style-type: none"> Willingness to support others, including people with disabilities, dementia and their carers

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						<ul style="list-style-type: none"> Free online dementia training recommended
BNC Main Office	Administration & Reception Assistant	Various admin duties to assist staff in the regular & ad hoc tasks as required	Various	<ul style="list-style-type: none"> Answer the phones Greet visitors Admin duties Computer work using Word/Excel Printing / Copying 	Office Manager	<ul style="list-style-type: none"> A high level of customer service experience Excellent communication & literacy skills
Our Garden	Friday Gardening Group @ various sites: 1. Sebastopol: Kitchen Garden 2. Sebastopol: Spencer Street Community Garden 3. Delacombe: Nandiriog Drive Delacombe	We are a social group which grows food for OKSE. Work with a small team of friendly volunteers to maintain & create our vegetable gardens. Gardening skills not required.	Friday during school term – 9:30am – 12:30pm. Can be part of the Summer watering crew (as rostered)	<ul style="list-style-type: none"> Learn & share skills for growing & harvesting food for our community. Help with gardening projects & general maintenance of garden area as required, 	Community Development Officer - Garden	<ul style="list-style-type: none"> Flexible program, all abilities welcome.
	Garden Caretaker @ various sites Sebastopol & or Delacombe	Weekly volunteer tasks supporting Our Garden, according to your availability. Tasks might include watering plants, sourcing materials, shed management	As rostered Can be part of the Summer Watering crew (as rostered)	<ul style="list-style-type: none"> Meet with Our Garden Facilitator to discuss ideal arrangement for you. 	Community Development Officer - Garden	<ul style="list-style-type: none"> Reliable and able to work independently.
	Summer Water Garden Caretaker	Summer Watering of the gardens	As rostered: Summer watering crew	<ul style="list-style-type: none"> Meet with Our Garden Facilitator to discuss ideal 	Community Development	<ul style="list-style-type: none"> Reliable and able to work independently.

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	@ various sites Sebastopol & or Delacombe			arrangement for you.	Officer - Garden	
Our Kitchen Social Enterprise (OKSE)	Kitchen Hand / Assistant	Assist in the effective and responsible preparation & service of food for OKSE catering & community lunches Note: Total number of people in kitchen is limited which may restrict volunteer / carer numbers.	During school terms on Thursdays & / or Fridays 9am – 2pm Note: volunteers are required to stay for the whole 5-hour shift (with breaks)	<ul style="list-style-type: none"> Assist chef as directed Washing up Vegetable preparation Preparation of food Cleaning Service of food Empty plates carrying/stacking 	OKSE Coordinator	<ul style="list-style-type: none"> To work a 5-hour shift in a busy, noisy commercial kitchen whilst maintaining a fun attitude Kitchen or cooking experience Ability to carry plates, pots, use knives, etc Experience in OH&S and safe food handling practices
	Community Lunch Set up Team	Setting up the tables & chairs for the community lunches & events	Fridays during school term – 8:30am – 10am	<ul style="list-style-type: none"> Set up tables & chairs Set tables for lunch 	OKSE Coordinator	<ul style="list-style-type: none"> Physically capable of lifting chairs, tables & setting tables with plates, water etc
	Community Lunch Pack up Team	Packing up the tables & chairs for the community lunches & events	Fridays during school term – 1:30pm-3pm	<ul style="list-style-type: none"> Pack up tables & chairs Clear tables after lunch 	OKSE Coordinator	<ul style="list-style-type: none"> Physically capable of lifting chairs, tables & clearing tables
	Second Bite Rescue Food Collection	Pick up the rescued food from local supermarkets to deliver back to OKSE.	Mondays and / or Fridays during school term 8:30am – 10:30am	<ul style="list-style-type: none"> Collect food from local supermarkets Lifting & carrying food crates Work with other volunteers Sort food collected 	OKSE Coordinator	<ul style="list-style-type: none"> Current Drivers Licence BNC car provided Understanding of Manual Handling requirements

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Our Kitchen Social Café (OKSC)	Café Food and Beverage Attendant	Assist in preparing food and a range of espresso & other beverages. Order taking, serving, clearing and cleaning café front of house and back of house areas.	Monday – Friday 8.30am – 2.30pm	<ul style="list-style-type: none"> • Use espresso machine • Make a range of beverages • Assist in food prep, serving, clearing tables • Cleaning front & back of house areas • Work under the direction of café manager 	OKSC Coordinator	<ul style="list-style-type: none"> • Safe Food Handling trained • Completed Barista training • Cooking for the Community course • Cooking up Jobs course • Hospitality experience
Adult Education Tutor	Tutor Assistant	Work alongside our digital, literacy and numeracy tutors to assist them in classes.	As scheduled each school term	<ul style="list-style-type: none"> • Assist tutors in class to help learners with the class activities 	Adult Literacy Coordinator	<ul style="list-style-type: none"> • Specialist skills in numeracy & literacy or other disciplines • Computer Skills
Committee of Management	Board Member	The Committee of Management is responsible for the governance oversight of BNC. Note This is not an operational role and CoM members are not involved in BNC day to day activities	6 meetings per year on a Tuesday from 6.30pm to 8.30pm	<ul style="list-style-type: none"> • Set the strategic direction of BNC • Oversee BNC finances and solvency • Recruit and manage the EO • Ensure governance and compliance obligations • Advocacy for BNC and the NH sector 	Executive Officer (EO)	<ul style="list-style-type: none"> • Skills based appointments representing the diversity of our community • Experience in any of the following skills – Business, Strategy, Marketing, Legal, Governance, HR, IT, Community Development, Education and Employment

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Phoenix College Healthy Lunch Program	Assistant Cook / Kitchen Hand	Assist Chef in lunch preparation for Grade 5/6 and Prep children Monday lunches	Friday 1pm – 3pm	<ul style="list-style-type: none"> Food preparation (cutting vegetables, making soups, muffins, etc) Clean up kitchen after preparation (wash dishes, mop floors etc) 	Healthy Lunch Chef	<ul style="list-style-type: none"> Experience in OH&S and safe food handling practices Cooking experience desirable Reliable and able to work independently.
	Healthy Lunch Set Up Team	Prepare dining room and dining tables for primary school healthy lunch	Monday 10am – 11am	<ul style="list-style-type: none"> Place tables and chairs in place Place cloths, table mats, cutlery on table. Set-up serving station & bain-marie, water station 	Healthy Lunch Coordinator	<ul style="list-style-type: none"> Physically capable of lifting chairs, tables & setting tables with plates, water etc.
	Kitchen Assistant / Food Attendant	Assist Chef with preparing food, plating, service of food, clean up	Monday 11am - 2pm or 2 hours shifts	Under Chef direction <ul style="list-style-type: none"> Prepare a meal Prepare fruit and lunch platters Serve food Wash, dry and store dishes Tidy and clean Kitchen after lunch 	Healthy Lunch Chef	<ul style="list-style-type: none"> Experience in OH&S and safe food handling practices Use commercial dish washer
	Healthy Lunch Pack Up Team	Pack up and clean dining room after lunch	Monday 1pm - 2pm	<ul style="list-style-type: none"> Place tables and chairs away Clean and Pack up room, tables mats etc 	Healthy Lunch Coordinator	<ul style="list-style-type: none"> Physically capable of lifting chairs, tables & setting tables with plates, water etc.