

Volunteer Role Description

We hope that all North Richmond Community Health (NRCH) volunteers will help us work towards improving the health of our community through a shared vision and values.

NRCH Mission:

Building healthy communities by making healthcare more accessible and culturally relevant

NRCH Vision:

Healthcare that builds community

NRCH Values:

Innovation, embracing diversity, equity of access, organizational learning, respect for others, openness, connectedness with our community

Volunteer Role Title	Small business Mentor
Reports to: (position and name)	Chantelle Bazerghi, Healthy Communities Manager
Hours: (day, shift duration, frequency)	Flexible: Any time between 9am to 6:30pm Approximately 2 hours each shift. Days and duration to be negotiated with successful candidates.
Location:	North Richmond Community health, 23 Lennox Street, Richmond, Vic. 3121
Purpose of the role:	Your role will contribute to the Healthy Communities Team and NRCH Strategic Objectives, specifically by: Supporting and coaching residents of the Yarra Public Housing Estates to start their own businesses in either hospitality or delivering mental health first aid training. Your role will support individuals to increase: <ul style="list-style-type: none"> • Opportunities for employment, • Options for a secure income, • A sense of competence, self-esteem and self-determination.
Duties:	In this role you will be:

	<ol style="list-style-type: none"> 1. Delivering small business advice workshops with interested residents. These workshops will include legal and financial obligations/compliance as a small business owner. 2. Assisting residents to apply for an ABN and write/develop invoices, 3. Supporting residents to develop templates for professional emails and promotions, 4. Supporting residents to develop processes for effective business management.
Selection Criteria - Essential	<p>Experience or qualifications in business management. A strong interest in empowerment for people facing barriers to employment to reach their goals. Patient, reliable. Computer skills to confidently undertake the duties of the role, including excel, word and outlook.</p>
Selection Criteria - Desirable	<p>Experience working with people from diverse backgrounds. Experience setting up your own small business. Previous mentoring experience and ability to speak a community language would be well regarded.</p>

Conditions of appointment:

- Clear National Police Check
- Current Working with Children Check
- When required, clear International Police Check
- Commitment to comply with NRCH policies and procedures, Code of Conduct
- Evidence of COVID-19 Vaccination status – 2 vaccinations PLUS at least 1 booster.

This is a volunteer role and does not mean the successful candidate will be offered a paid position

I have read and agree to undertake the duties and conditions of this volunteer role description.

Print Name:

Signature:

Date: