

Volunteer Position Description

Position title:	Creative Women's Collective Mentor	Commitment Requested:	From mid-January to the end of March 2017, approx. 4 hours per week
Report to:	SSI Arts & Culture Coordinator	Location:	Workshops will be held in Granville, Parramatta, or Auburn

About Settlement Services International (SSI)

Settlement Services International is a leading not-for-profit organisation providing a range of services in the areas of humanitarian settlement, accommodation, asylum seeker assistance, foster care and disability support in NSW.

Our vision is to achieve a society that values the diversity of its people and actively provides support to ensure meaningful social and economic participation and to assist individuals and families reach their potential.

At SSI, we value:

- Social justice - Equity and access for all
- Diversity - Respecting diversity and being non-discriminatory
- Compassion - Caring, empathy and respect for the dignity of others
- Respect - Co-operation and mutual respect

In delivering our services, we value:

- Quality - Dynamic, flexible and responsive service
- Ethics - Professional practices and accountability
- Innovation - Commitment to partnerships and excellence

Purpose:

In recognition of International Women's Day 2017, SSI's Arts & Culture Program will host a community dance showcase, led by a group of migrant and refugee women at the Casula Powerhouse Arts Centre in March 2017. One component of the project will be the 'Creative Women's Collective', a group of newly arrived women who aim to contribute to the showcase in areas such as costume design, make-up and hair, set design, lighting and digital arts. The Creative Women's Collective aims to empower participants and help them to identify and develop creative skills and talent that may otherwise have gone unnoticed.

This is a pilot project with potential scope to continue beyond the March 2017 showcase.

The Creative Women's Collective Mentor role will provide one-on-one creative support and guidance to participants for three months in the lead up to the showcase in late March, 2017.

Specific duties and responsibilities:

- Provide support to participants to further develop their skills, leveraging off the mentor's own area of creative expertise
- Encourage, motivate, inspire and drive participants to achieve meaningful creative expression
- Provide regular feedback and updates on participant progress to the Group Facilitator and the SSI Arts & Culture Coordinator
- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures

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Skills, Knowledge & Experience:

Mandatory Documents:	Working with Children Check <input checked="" type="checkbox"/> Police Clearance <input checked="" type="checkbox"/> (These checks will be conducted by SSI) Resume <input checked="" type="checkbox"/> Reference Check <input checked="" type="checkbox"/>
Essential Requirements:	<ul style="list-style-type: none"> Professional practice in any of the following creative industry areas: <ul style="list-style-type: none"> Costume or fashion design Makeup and hair for stage Set design, lighting and or digital arts Interest in mentoring and supporting people from migrant and refugee backgrounds
Desirable Requirement:	<ul style="list-style-type: none"> Previous experience working with people from culturally and linguistically diverse (CALD) backgrounds

Benefits:

Reimbursement – volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses.

Training –volunteers will be provided with access to SSI's flexible, extensive and innovative training program

Being a member of the SSI Community – you will be kept up-to-date with all of SSI's important news, events and opportunities

Authorisation:

Volunteer Name _____

Volunteer Signature _____ Date _____

Volunteer Program Signature _____ Date _____