

## Volunteer Role Statement

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VOLUNTEER POSITION TITLE: BASP Volunteer  
 REPORTS TO: Relevant BASP Coordinator or officer  
 HOURS PER WEEK: As mutually agreed  
 LOCATION: BASP Office/Person's home / Community  
 AUTHORISED BY: Relevant BASP Coordinator or Officer

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### 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. Collection &/ delivery of food or material aid
6. Letter writing/ advocacy re concerns and fairness
7. Other - specify

BASP works within a set of policies available from a BASP Coordinator. 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 coordinator  
 To advise the relevant coordinator 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 name ..... Date .....