

Position Description

Volunteer Research Assistant – Research and Policy

Role Title:	Volunteer Research Assistant – Research and Policy
Location:	Inner West
Volunteering Period:	Ongoing or project specific as agreed
Start date:	As soon as possible
Time commitment:	1- 2 days a week on site or remotely as agreed. Minimum period 3 months, with a possibility to extend for the right candidate.
Reports to:	Research and Policy Officer

About

Rape & Domestic Violence Services Australia R&DVSA supports people affected by sexual, domestic or family violence.

We offer expert, confidential telephone, online and face to face counselling to people of all genders who have experienced sexual, domestic or family violence, and specialist help for their supporters and those experiencing vicarious trauma.

We advocate with governments, the media and the community to prevent and put a Full Stop to violence and to improve the response clients receive when it occurs. We also provide best practice training and professional services to support frontline workers in the sector.

Position Overview

We are looking for a Volunteer Research Assistant to join our team for a specific R&DVSA project in partnership with the National Mental Health Commission. The Research Project purpose is to understand the impact of COVID-19 on R&DVSA frontline services. This project provides an opportunity to influence the National Mental health and Wellbeing Plan and policy informed by frontline workers and people with lived experiences of sexual and domestic violence and at-risk populations.

The Volunteer Research Assistant will support our Research and Policy Officer and work collaboratively with our team to deliver robust research activities, contributing to current domestic and family violence federal responses and solutions. We will provide flexible work arrangements, training, development and vicarious trauma support for the right candidates.

Key Responsibilities

- To build skills in mixed methods, applied social research using primary and secondary data

- Support statistical analysis of quantitative service and survey data.
- Support thematic analysis of qualitative data from interviews and surveys responses.
- Facilitate literature reviews.
- Participate in training and development opportunities to build skills for the role.
- Attend meetings with the Research and Policy Officer where appropriate and taking detailed notes.
- Perform miscellaneous job-related duties as assigned.

Skills and Experience

- Currently studying an undergraduate or postgraduate degree in law or social sciences such as gender studies, human rights (in law or policy), sociology, Indigenous studies, criminology, community development, social work, psychology, mental health or a related field.
- Applicants should be in their last or second last year of study or demonstrate how their previous skills and experience are relevant to the role.
- Excellent critical analysis and research skills
- Excellent verbal, written and interpersonal skills
- Good time management and organisational skills
- Understanding or willingness to learn about the causes and consequences of sexual, domestic and family violence from a feminist and human rights perspective.
- Understanding or willingness to learn how sexual, domestic and family violence affect diverse communities, including Aboriginal and Torres Strait Islander, culturally and linguistically diverse, LGBTQIA+ and people with disabilities.
- Proficiency in Microsoft Office Suite in both Mac or PC platforms

Professional and Personal Attributes

- Operating in an ethical and professional manner
- Commitment to the vision and purpose of Rape & Domestic Services Australia, including intersectional feminism
- Adhere to the organisation's code of conduct, privacy and confidentiality.
- Uphold respect for diversity, equality and social justice.
- Dynamic, flexible and positive approach to tasks
- Ability to work autonomously
- Model respectful and collegial behaviour and manner at all times in the workplace

We strongly encourage Aboriginal and Torres Strait Islander, culturally and linguistically diverse, LGBTQIA+ and people with disabilities to apply.

Other requirements of the role:

- Successful applicants will be required to undertake Working with Children and National Criminal Records Checks

How to Apply:

Please email all questions to jobs@rape-dvservices.org.au

To apply, click the below link and send in your resume and a cover letter addressing the skills and experience required for the role, attention Fiona Ng.

<https://rapedvservices.elmotalent.com.au/careers/rape-dvservices/job/view/12>.

Please forward all questions to jobs@rape-dvservices.org.au .

We will be in contact with successful applicants to arrange interviews. Together let's put a full stop to violence.

Declaration

I understand and accept the responsibilities as outlined

Incumbent's Name:	Signature:	Date:
CEO Name:	Signature:	Date: