

## LONG-TERM VOLUNTEERING OPPORTUNITY

### — GENERAL ROLES

#### IN BRIEF

CRUCIBLE is a start-up project which delivers youth-oriented cultural awareness programs designed to promote socio-cultural harmony in local communities by teaching today's young people about the value of multiculturalism and encouraging them to embrace cultural diversity.

CRUCIBLE started life in 2017 as a small-scale one-off project run by Louise Multicultural Community Centre (LMCC) to deliver a one-day cultural awareness workshop at a partner secondary school. Inspired by its success, the team behind CRUCIBLE — known as *The CRU* — has revamped the project and is currently on a mission to transform it into a leading provider of youth-oriented cultural awareness programs and learning materials. The CRU has developed a strategic direction that sees the core objectives of CRUCIBLE presented through two delivery models — an in-person program and an online resource repository.

Guided by this vision, the CRU is working hard to develop a syllabus that can be delivered through workshops, as well as content that is suitable for online publication. To help us realise our goal, we want you to take part in delivering on this strategy.

We are seeking a number of young adults who are passionate about inspiring the next generation of youths to be part of the *Program Development and Learning Experience*, *Project Management and Governance*, and *Community and Stakeholder Liaison* workgroups within CRUCIBLE's committee. As a member of these workgroups, you have the opportunity to build a one-of-a-kind initiative from the ground up alongside a dynamic team that values diversity, respect and progress.

#### KEY RESPONSIBILITIES

The *Program Development and Learning Experience* workgroup will be responsible for the following non-exhaustive list of activities:

- collaborating with the *Digital Content Production* workgroup on:
  - curating online resources;
  - designing interactive activities using online interactive learning platforms;
- developing, reviewing and updating the program syllabus;
- liaising with partner organisations to design bespoke lessons and programs; and
- delivering in-person workshops.

The *Project Management and Governance* workgroup will be responsible for the following non-exhaustive list of activities:

- developing internal policies and procedures to establish efficient and effective workflows;
- reviewing CRUCIBLE's strategic direction;
- basic program and operational risk management;
- tracking progress of tasks;
- regulatory compliance;
- reporting to LMCC's Committee of Management and Centre of Management; and
- assisting the *Community and Stakeholder Liaison* workgroup in preparing funding applications.

The *Community and Stakeholder Liaison* workgroup will be responsible for the following non-exhaustive list of activities:

- preparing prospectus/proposal documents;
- identifying potential strategic and financial partners;
- liaising with existing stakeholders to strengthen established partnerships;
- identifying possible funding sources, and applying for grants; and
- assisting the *Project Management and Governance* workgroup in preparing reports submitted to LMCC.

## WHO IS CRUCIBLE LOOKING FOR?

Long-term (6–12 months) volunteering opportunities are currently available at CRUCIBLE.

While candidates who have taken part in tutoring, fundraising, drafting funding applications, and leading clubs and societies are highly regarded, previous experience is not essential. The roles on offer are perfect for enthusiastic young adults who are:

- aged 18 to 25;
- able to demonstrate a unique combination of people skills and cross-cultural competence;
- passionate about making positive social impact, particularly in the area of cultural inclusion;
- committed, dedicated and willing to see a start-up project through from start to finish;
- driven by success and keen to learn new things; and
- meticulous with an eye for detail.

Does this sound like you? Here is what else you need to know:

- Successful applicants may be required to commit four (4) to eight (8) hours each week (including weekends).
- Applicants must possess a valid *Working with Children's Check* or be willing to apply for one.

- Periodic attendance at LMCC's Box Hill Hub may be required. LMCC is located a 5-minute walk from Box Hill Railway Station.

**Note:** Due to Government-imposed restrictions in relation to the COVID-19 pandemic, attendance at LMCC's Box Hill Hub is suspended until further notice.

## APPLICATION PROCESS

Ready to apply? Address an email to the Project Coordinator at [admin@thecruciblehub.org](mailto:admin@thecruciblehub.org) with the subject line: **Long-term Volunteer Role – Application: <YOUR FULL NAME HERE>** and attach a copy of your CV.

In the body of the email, provide your response to tasks 1 and 2 below:

1. In no more than 300 words, explain why you wish to take part in the CRUCIBLE cultural awareness project.
2. Provide your response to ONE of the following:
  - In no more than 300 words, provide a personal anecdote about an interesting cross-cultural encounter. Explain how it arose, and what you found interesting about it.
  - In no more than 300 words, briefly describe a personal experience of cross-cultural conflict. Explain how it arose, how you felt, and how it was resolved.

In your email, please also indicate which workgroup — *Program Development and Learning Experience*, *Project Management and Governance*, or *Community and Stakeholder Liaison* — you wish to join.

**Applications close at 23:59 on Sunday, 6 September 2020.**

Applicants will be notified of the outcome of their application by Sunday, 13 September 2020.

For more information about CRUCIBLE and the roles available, please contact Matt Wong by email at [m.wong@thecruciblehub.org](mailto:m.wong@thecruciblehub.org) with the subject line: **Long-term Volunteer Role – Inquiry**.