



THE BABES PROJECT

What you need to know about applying to volunteer with The Babes Project

Before you apply:

- **Be informed.**

Take time to understand who The Babes Project is and what The Babes Project does. Read through the information and everything on our website. Follow The Babes Project on social media and be aware of how and why you'd like to contribute to our organisation.

- **Have your CV and references ready!**

When you submit your application you will be required to include your CV. Please ensure applications are complete, as The Babes Project will not consider incomplete applications.

The Application Process:

- **Shortlisting.**

At the close of the intake period, the volunteer coordinator will call those applicants being considered for an interview. If your application is not successful at this point, you will not hear back, but we thank you for your application and encourage you to re-apply in the future.

- **Volunteer Interview.**

Individuals whose application is considered a strong possible fit for the role and the organisation are offered interviews. A successful interview, followed by confirmation from referees will result in the offer of a volunteer role. As necessary, The Babes Project may request a second interview. Applications that are not successful after the interview/s will be notified by email.

- **Selection.**

Individuals successfully completing the interview process will be notified verbally and offered a volunteer position. The offer of this position remains dependant on the successful confirmation of a Police Check, Working with Children Check and Immunisation requirements.

Joining the team:

● Induction & Training.

Each volunteer is required to participate in mandatory induction and training with The Babes Project. Induction dates and training dates are listed below. Please ensure you can be available for these dates, as they form part of the role:

- Croydon/Frankston/Admin Induction: 18th March
- Croydon/Frankston/Admin Training: 28th March or 5th September
- Cairns Induction: 17th March
- Cairns Training: TBA

● Your first six months will be in a probationary role.

All volunteers commence with an initial 6 month probation period, during which time they will be regularly supervised by a Hub Manager.

● Volunteer Fees

Volunteers are asked to contribute an initial, one off, a volunteer administration fee of \$110 inc GST. This assists in covering expenses incurred by The Babes Project such as volunteer insurance, training and resources. This fee ensures our resources are primarily available for providing support for women and their families. Additional to this all volunteers are required to complete a 90 minute online Child Safety course at the cost of \$30. Please email our Finance Manager via finance@thebabesproject.com if you have questions concerning these costs.

● Review

A review will be completed after the first 6 months to discuss the applicant's suitability for the role. Individuals offered a permanent volunteer position at this time, will have the opportunity to discuss further training and your ongoing involvement at The Babes Project. In some circumstances, the Probation period may be extended.