

BRIGIDINE ASYLUM SEEKER DONATION BASKETS

Purpose:

The role of the collector of the Brigidine Asylum Seeker Baskets (BASP) is to gather the donations provided by parishioners on the first weekend of each month and deliver them to the Brigidine Asylum Seeker Project in Albert Park.

Responsible to:

Parish Priest or Stewardship Coordinator

Role Description:

The role of the BASP Collector is to facilitate the collection of the donated goods from the churches and deliver them to the Brigidine Asylum Seeker Project in Albert Park.

Duties:

The Collector will:

- Attend the parish churches to which they are rostered and collect the donated goods left by parishioners.
- Contact the Parish Office to ascertain if any gift cards and/or cash has been donated which will then need to be collected and taken to the Brigidines.
- Gather all goods, cards and cash and deliver to the Brigidines who are located at 54 Beaconsfield Parade, Albert Park.
- Delivery of the goods to Albert Park is to be between business hours, Monday to Friday – the day and time to suit the volunteer.
- The Parish Office and our churches are closed on a Monday. If you are unable to collect the goods after the last Sunday Mass from the churches, please arrange for collection of the goods on Tuesday following the collection weekend.

Conditions:

- This is a volunteer role.
- Expected commitment is to be placed on a roster, this could mean once or twice a year.
- Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching (VIT) registration with the parish registered as a volunteer organisation. This check remains current for five years.
- Read and sign the Safeguarding Code of Conduct. Once signed, it will remain current for three years.
- Complete the Safeguarding Essentials online training module. Once completed, it will remain current for three years.

Duties may vary from parish to parish.

Training required:

- All volunteers must complete a safeguarding training module as required.

- Initial induction training prior to commencing in the role and other training as required.

Qualifications and experience:

- No experience is required for this role, just a compassionate and respectful outlook to those in need.

Skills and attributes:

- Respects the cultural, gender and age diversity of the parish.
- Committed to the safety of children, young people and vulnerable people.
- Willing to work collaboratively as part of a team.
- Reliable and responsible.
- Willingness to participate in learning opportunities eg. induction, training and development.
- Respects confidentiality and privacy.
- Able to communicate effectively and respectfully with others.

Benefits to this position:

Those who commit to this ministry will have the privilege of serving the parish community and contributing to the outreach mission of the parishes.