DDLS Volunteer Data Input Job Description

**Portfolio:**  Volunteer

**Scope:** DDLS Staff & DDLS Volunteers

**Reports to:** CEO - Receiving work from CEO, solicitors and administration officer

Our office is a friendly environment, right near Flinders Street Station.

If you are interested, please contact Julie Phillips [manager@ddls.org.au](mailto:manager@ddls.org.au).

**1. Position Objective**

The position is unpaid and the volunteer is not an employee of DDLS.

The Disability Discrimination Legal Service (‘DDLS’) is a community legal centre that specialises in disability discrimination legal matters.

The DDLS provides free legal advice in several areas including: information, referral, advice, casework assistance, community legal education, and policy and law reform.

The long-term goals of the DDLS include the elimination of discrimination on the basis of disability, equal treatment before the law for people with disability, and to generally promote equality for those with disability.

The DDLS is a small organisation. Without project staff its staff complement is approximately 3 EFT.

Data entry is a crucial part of our job. Not only does it inform us about legal need, patterns of discrimination and provide information for submission writing, but it assists us to make a case to government about the need for further resources to assist people with disabilities in Victoria.

**2. Selection Criteria**

* We are looking for someone who can come into our Melbourne office once a week and spend approximately 4 hours inputting data.
* Skills required would be an ability to enter data accurately, paying attention to detail.
* interest in human rights/disability
* ability to multitask
* high level of written skills
* students with disabilities encouraged to apply

**3. Volunteer Duties**

As a volunteer, you will be expected to complete a range of duties. These include:

* Data entry into CLASS
* Miscellaneous administration tasks.
* Adhering to the Code of Conduct in the Volunteer Manual
* Complying with reasonable and lawful directions from DDLS management, solicitors and staff

Volunteer:………………………………

Date: ………………………..