



## Volunteer recruitment information

---

### **Information for Prospective Volunteers**

Congratulations on taking the first step in the process of becoming a Court Network Volunteer.

Outlined below is the selection process for Court Network volunteers that you will need to be aware of.

Our 'Networkers' operate in 33 courts across Victoria. They are professionally trained to provide non-legal information, support and referral services to court users in a non-judgemental and non-partisan way. Our mission is about improving access to justice for all court users. We recognise the extent to which court processes can result in people feeling anxious, distressed and disempowered. Networkers help to build the confidence of court users, and to provide the information and support they need to get through their day in court.

All Volunteers recruited as Court Network Volunteers must:

- Be 18 years or over
- Be able to commit one day a week
- Be able to commit to volunteering for at least 12 months
- Have no criminal history of violence, drug offences, sex offences or crimes against children
- Must be willing to obtain a Police Check and Working With Children Check when requested
- Have referees able to attest to skills gained from paid, voluntary or community work.

Please Note: All our volunteers are motivated by a strong desire to assist court users. Volunteering with us does not suit candidates whose main motivation is to improve their current or future career prospects.

### ***Metropolitan Selection Process***

For people within Metropolitan Melbourne, the selection process commences with attendance to an Information Session and an Orientation Day.

#### **Information Session**

After registering your interest with us, we will invite you to an Information Session where we give you an overview of Court Network; the nature of the volunteer role; the volunteer training program and dates; and the regions with vacancies that we are seeking volunteers to fill.

#### **Court Observation**

After the Information Session, we ask volunteers to attend a court to complete an observation task. This allows you to see first-hand what our Networkers do in the courts - particularly the practice of outreach - and provides you with court room experience. We then ask you to reflect on what you saw and how this impacted you.



## Volunteer recruitment information

---

### **Application**

You will need to complete an electronic application form including your personal details; court observation reflections and insights; availability - days & regions; and referee details.

### **Orientation Session**

Based on your completion of the application form and observation task, we will then invite you to an Orientation Session. This is an opportunity for us to learn more about you and your interest in becoming a Networker. We also ask you to complete some exercises around communications, teamwork and alignment to Court Network's mission and beliefs. In this session we are able to match people based on their availability and regional preference, depending on our vacancies.

### ***Regional Selection Process***

For regional applicants, you will be individually interviewed after we have received your notice of interest.

### **Individual Interview**

After reviewing your expression of interest, you may be asked to interview. A Program Manager will contact you to have a initial conversation. You will then be asked to provide written responses to a selection of interview questions. This is to ensure that you are aligned with the organisation's values.

### **Court Observation**

After your individual interview, we ask applicants to attend their nearest court to complete an observation task. This allows you to see first-hand what our Networkers do in the courts - particularly the practice of outreach - and provides you with court room experience. We then ask you to reflect on what you saw and how this impacted you.

### **Application**

You will need to complete an electronic application form including your personal details; court observation reflections and insights; availability - days & regions; and referee details.

### **Intake Learning and Development Program**

The Intake Learning and Development Program is the Court Network volunteer training program and is designed to support you in the development of the skills and the knowledge that you will require for the role. This is achieved through a dual focus on a classroom based training program and a supported practical program based in the courts. It is mandatory that all prospective volunteers complete the 5 classroom based days and the minimum of 5 supervised practice days in the courts.



### **Further Information for All Applicants**

The requirement for all Networkers is the commitment of one working day a week.

Following training, a commitment of one working day each week for a minimum of 5 weeks is required to complete supervised practice in the courts.

Throughout 5 full day training sessions (classroom based) and the minimum of 5 supervised days (see below for information about the supervised process), you will be given an opportunity to develop your practical skills which include communication skills, values exploration and engagement skills.

You will also learn about the court system, strategies regarding the most effective means of engaging with the diversity of court users and how to provide the most relevant information, support and referrals to a court user.

### **Supervised Practice**

The Supervised Practice program is designed as a supportive and interactive implementation of your learning over the Intake Learning and Development Program period. You will work with the Program Manager and team of volunteers, who will support you for 'on the job' training. This will ensure that you are both comfortable and fully capable to work within the context of the Court Network volunteer role.

### **Probation**

Following the successful conclusion of supervised practice, you will move into a three month probationary period.