

ASYLUM SEEKERS CENTRE – VOLUNTEER JOB DESCRIPTION

POSITION TITLE	ASP.Net and SQL Developer
CLUSTER	Database
SUPERVISOR	Database Project Manager
TIME COMMITMENT	6-8 hours per week for approximately 4 months
LOCATION	From home (with meetings conducted at the Asylum Seekers Centre)
START DATE	ASAP
TRAINING	Attendance at an ASC Introductory Volunteer Session

BACKGROUND TO THE DATABASE DEVELOPMENT

The ASC is in the process of establishing a centre-wide database that will support the Centre's varied welfare services programs, including casework, healthcare, and employment programs, as well as a variety of volunteer programs.

The purpose of the database is to support the day-to-day running of the programs, as well as enable statistical reporting for strategic management decisions, advocacy, and facilitate research.

The project currently has an existing project manager, and a volunteer database developer.

POSITION DESCRIPTION

The Asylum Seekers Centre is seeking a volunteer to work in conjunction with the current volunteer developer. The application is developed off site, and updated by hand coded scripts over a VPN. A source control repository is provided online. The developer will be provided with requirements for sections of the client management system to be built and plugged into the existing structure.

Access to the development environment will be provided but from there the developer must be very comfortable programming without much access to provided technical assistance as the project manager is non-technical and the current database volunteer has very limited time that can be allocated to such assistance.

SKILLS/EXPERIENCE

- Strong .NET and SQL Server 2008 coding skills (preferably in visual studio)
- Some front end programming experience (e.g. the GUI requires CSS, ASP.Net and AJAX)
- Business logic layer coding experience (VB.Net)
- Experience working in a development environment using source code control
- Good communication skills with a consultative approach
- Ability to analyse user requirements (provided in formats such as use cases, forms, and reporting requirements) and use them to plan data storage architecture
- A good understanding of sensitive data storage including database security

KEY DUTIES AND RESPONSIBILITIES

- Design and develop sections of a custom database application in .NET/SQL Server
- Document the application technically as according to the project's current development standards (e.g. inline code comments)
- Implement the solution in development, test, and production environments
- Receive user feedback via the Database Project Manager and make updates to the GUI or back end as required

PERFORMANCE MANAGEMENT

- Regular contact with the Database Project Manager via telephone and eMail
- Volunteer Coordinator

TRAINING

Attendance at ASC Introductory Volunteer Session which includes:

- Introduction to refugee issues
- Outline of refugee policy in Australia
- The role and responsibilities of the volunteer
- Strategies in working with asylum seekers

VOLUNTEER BENEFITS

- Making an invaluable contribution to the ability of the Asylum Seekers Centre to support their vulnerable client base
- Helping to expand the scope and sustainability of the Centre's programs.
- A challenging and rewarding experience.
- Joining a small team of like minded people committed to social justice for asylum seekers.
- An opportunity to keep abreast of the latest issues regarding asylum seekers.

PEOPLE INTERESTED IN THIS POSITION SHOULD EMAIL

- A completed application form and confidentiality agreement (go to www.asylumseekerscentre.org.au)
- Current CV
- Details of 2 referees who know you in a work or professional capacity

TO ascvolunteer@asylumseekerscentre.org.au