



VOLUNTEER SOUTH WEST Inc
Position Specification

Program Coordinator

Responsible to: Manager, Volunteer South West

Time Commitment: Part time (3 days /week) 22.5hrs (FLEXIBLE)

Contract: ends 30th June 2022 *(Renewed subject to funding availability and performance review.)*

Salary: SCHADS Award level 3.1

Role: The coordination and delivery of services that build the capacity of volunteer involving organisations (VIOs) primarily through online volunteer management services, and breaking down barriers to volunteering for identified priority groups including people with disability, newly arrived migrants, First Nations people and youth.

Position Overview:

Volunteer South West is funded, through Volunteer Management Activity (VMA), to work in partnership with local organisations to provide support to VIOs across the Bunbury Geographe region. The focus of this position involves coordination and delivery of services that build the capacity of VIOs primarily through online volunteer management services, supporting them with breaking down barriers within their organisations and sharing information on recruiting of identified priority groups including people with disability, newly arrived migrants, First Nations people and youth.

This includes:

- Online services delivered to VIOs that focus on implementing best practice recruiting and training of volunteers, retaining volunteers, volunteer management and understanding regulatory obligations and risk management, based on the National Standards for Volunteer Involvement.
- Increasing the accessibility of volunteering opportunities for people in priority groups including capacity building of VIOs to engage volunteers from these groups and providing face to face and other services to support these groups to participate in volunteering.

DUTIES

- Coordinating face to face and online services to local VIOs to build capacity and increase the accessibility of volunteering opportunities for people in the priority groups.
- Engaging and collaborating with peak bodies, organisations and VIOs who work with priority groups in the Bunbury Geographe region, online and face to face.
- Delivering support to local VIOs through online resources to practice the best methods of recruiting, managing, retaining and recognising their volunteers. This role will be providing advice as well as developing and/ sharing relevant resources, booking and/delivering training and networking opportunities.
- Developing and/ delivering online and face to face training workshops and resources for VIOs within the region including cultural capability and disability awareness training, in consultation with Manager and specialist trainers.
- Recording and keeping program data up to date and producing activity / evaluation reports for key stakeholders.
- Ensuring regular contact is made with local VIOs to foster effective and ongoing relationships.
- Proactively managing and developing relationships with other stakeholders of VSW.
- Participating in meetings and advisory groups as required (including local government authorities, disability providers, multicultural and First Nation organisations) to consult with priority groups and provide feedback on resources, tools and materials provided.
- Contributing to activities, events, development and promotion relevant to the program, in consultation with Manager.
- Contributing to day-to-day operations of Volunteer South West and the state-wide VMA Program and responding to requests for support when required.
- Contributing creatively and professionally to the strategic direction of Volunteer South West including meeting of agreed Key Performance Indicators (KPIs).

ACTIVITIES (not exclusive)

1. Meet with the VSW Manager on a weekly basis to discuss work obligations as related to the VMA Activity Work Plan and the Youth Volunteering Project.
2. Implement the Volunteer Management Activity program as detailed in the Activity Work Plan.
3. Provide innovative opportunities to enhance volunteer and volunteer management knowledge and skills.
4. Participate in specific community engagement processes.
5. Promote and build positive relationships with internal and external stakeholders, especially those related to this program.
6. Attend staff and network meetings and training as required.
7. Any further duties as required.

SELECTION CRITERIA

<p>ESSENTIAL</p>	<ul style="list-style-type: none"> • Experience in organising a program of work/project and achieving targets on time. • Proven ability to work in an inclusive and non-discriminatory manner with individuals and groups from all backgrounds (especially priority groups). • Strong interpersonal, written and verbal communication skills. • Demonstrated experience in working with volunteers and / or volunteer managers. • Relevant qualifications and / or experience in community development or capacity building of people and organisations. • High level of attention to detail and ability to gather and report on qualitative and quantitative data and KPIs.
<p>DESIRABLE</p>	<ul style="list-style-type: none"> • Experience working in and / or knowledge of the not-for-profit sector. • Experience in working with or knowledge of barriers facing CALD, disability, First Nations peoples or youth. • Demonstrated knowledge and experience in leading, coaching, mentoring or supervision. • Excellent IT skills along with experience in the use of databases and other online tools and IT resources. • Knowledge of application of co-design or human centred design of services • Current First Aid Certificate.
<p>PERSONAL ATTRIBUTES</p>	<p>Personal attributes required to do this job effectively:</p> <ul style="list-style-type: none"> • Proactive self-starter with a high degree of self-management and a can-do attitude. • Ability to work independently, as well as part of a small team. • A professional, effective and efficient approach with excellent customer service skills. • Willingness to share information and expertise. • Ability to work in a changing, complex environment.

Please Note:

- This contract is tied to program funding and is current to 30 June 2022 with the possibility of extension dependent on continued funding and review of performance.
- All contracts with Volunteer South West are reviewed regularly subject to funding and performance.
- All offers of employment at Volunteer South West are subject to a four month probationary period.
- A current driver's licence is essential.
- The Board of Volunteer South West is currently putting together a policy to ensure that we are complying with any public health orders relating to the COVID-19 vaccination.

Applications close 5pm Sunday 9th January

How to apply for this position:

Applications must be emailed to manager@volunteersouthwest.org.au

- Detailed application addressing the selection criteria (maximum of 4 pages)
- Current resume, including 2 referees.
- A short video (**3 mins max.**) of you telling us about your experience with volunteering. Video does not have to be of high quality.

All enquiries should be directed to Shamara Williams on manager@volunteersouthwest.org.au

NOTE:

Volunteer South West will be closed from noon on 17th December 2021 and will re-open on Tuesday 4th January 2022.