

Sector Connect Inc.

Position Description

Position: Volunteer Coordinator (Volunteering Macarthur)

Status: Permanent Part Time (24hrs)

Level: Level 4: Social, Community, Home Care & Disability Services Industry Award 2010

Reporting To: Executive Director, Sector Connect

Date Prepared: October 2017

Position Purpose:

To strengthen communities and promote inclusion and participation in community life. The Coordinator of Volunteering Macarthur will achieve this by developing solutions and delivering responsive and integrated services that meet local community needs.

Core Activities:

KEY RESPONSIBILITY AREAS	KEY PERFORMANCE MEASURES
Coordination of Volunteering Macarthur (VM)	
To actively recruit, orientate, refer and support volunteers to appropriate volunteering opportunities	Number of volunteers recruited and referred to volunteer opportunities
To build relationships and promote VM with relevant organisations to ensure suitable volunteer positions are available within the region	Number of organisations offering volunteer opportunities
To provide ongoing support and training for managers / coordinators of volunteers from community organisations	Number of training programs delivered in response to identified need Feedback / evaluations from organisations regarding the delivery of training
To provide quality training opportunities for volunteers	Number of volunteers involved in training activities Feedback / evaluations from training participants on quality and relevance of training
To prepare and submit reports to relevant funding bodies and Board of Management in a timely manner	All required reports completed and submitted to relevant bodies according to schedule

KEY RESPONSIBILITY AREAS	KEY PERFORMANCE MEASURES
To collect and collate relevant statistics for inclusion in reports for all programs	Statistics are collected and included in relevant reports
To develop VM through discrete projects and applying for funding to support activities	Development of discrete projects and number of funding opportunities identified and accessed
To maintain accurate client files and organisational databases with due consideration of privacy and confidentiality issues	Client files are stored appropriately and are a true reflection of current circumstances
To develop the LR Drivers Project	Number of organisations supported by this project
Staff Supervision	
To facilitate staff training and development opportunities for other staff and volunteers	Number and type of development opportunities provided for staff and volunteers
Promotion of Volunteering	
To promote the profile of volunteering throughout Macarthur	Number and diversity of promotional activities and events engaged in
To utilise appropriate media to promote volunteer work and training opportunities in coordination with the coordinator	Number of times media is used to promote volunteer work and training opportunities
To coordinate special events including celebrations of National Volunteer Week and International Volunteer Day	Special events are conducted successfully
Communication and Networking	
To liaise with staff and management to ensure the successful implementation of VM programs	VM issues are clearly communicated to other staff and management
To be registered and utilise Sector Connect's mail outs and networks meetings to ensure VM is well connected with the sector	Number of connections / relationships developed for VM
To review and update VM section of the Sector Connect website on a regular basis	VM section of the website is current and up to date
To liaise with representatives from relevant funding bodies, government departments and local community organisations in consultation with the coordinator	Provision of all communication as necessary and requested by relevant funding bodies
To participate in local interagency groups and the Volunteer Centre Network NSW (VCN) if the coordinator is unable to attend	Number of meetings / forums attended

KEY RESPONSIBILITY AREAS	KEY PERFORMANCE MEASURES
To liaise with relevant peak organisations including the Centre for Volunteering and Volunteering Australia for resource development	Participation in state-wide and national activities involving peak volunteering organisations

Essential Criteria:

- Tertiary qualifications in Community Services, Social Science or Welfare or equivalent demonstrated, recent experience in the field
- Demonstrated experience working with people from diverse backgrounds
- Relevant experience working in the community sector
- Understanding of and commitment to the principles of volunteering
- Excellent verbal and written communication skills
- Demonstrated ability to prioritise workload and meet deadlines
- Demonstrated computer literacy in Microsoft Word, Outlook, Excel, and Internet
- Proven ability to work cooperatively in a multidisciplinary team and to work independently
- Willingness to work under Worker Health and Safety guidelines and adhere to grievance procedures
- Current drivers licence
- Working with Children’s Check and a willingness to undergo a criminal records check

Desirable Criteria

- Experience working with volunteers and/or Human Resources

Expectations:

- To display informed affinity with the ideas, aspirations and ethics of Sector Connect and to identify with its purpose
- To attend regular supervision with the Director and staff meetings / events
- To attend appropriate development and training courses when relevant
- To be available to travel within Macarthur and on occasions within NSW and interstate to attend forums and conferences as required

Activities:

- Provide volunteering information, training and support to individuals, with a focus on providing individualised referral, placement and support services for people experiencing disadvantage;
- Provide information, tools, training and resources for volunteer managers;
- Provide information, tools and resources for volunteer-involving organisations;
- Collaborate with other volunteer support organisations to minimise duplication, share best practice and to ensure consistency of service, including participation in networking arrangements; and
- Promote and give recognition to volunteering within your local community.

To apply for this role you must answer the selection criteria, provide a short cover note, attach your resume (with two referees) and email to director@sectorconnect.org.au

Closes 6pm on the **15th of November 2017**