

Job Description

Position Title	Learning & Development Coordinator
Employment Benefits	Level 4 (SCHADS Award) Base Salary 11.5% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits
Hours of Work	22.5 hours per week (0.6 FTE)
Contract Period	Maximum Term contract to 30 June 2026
Responsible to	Manager Training & Development

Volunteering WA

As the peak organisation for volunteering in WA, we are the leading voice for volunteers and Volunteer Involving Organisations (VIOs), working to strengthen the sector and promote the benefits of volunteering. Volunteering WA's mission is *'to empower people and communities to enrich Western Australia'*, and our vision is *'A society where everyone is inspired to make a difference'*.

The Position

This role is responsible for providing learning and development opportunities to Volunteer Involving Organisations (VIOs) state-wide, including Volunteering WA member organisations. The Learning and Development Coordinator will work with the existing Manager Training and Development to ensure a high-quality training program is delivered.

Responsibilities

- Provides sector expertise in volunteer management and provides content that is aligned with the National Standards for Volunteer Involvement.
- Reviews existing training material and resources, updating them regularly based on participant feedback and producing new content when required.
- Plans, schedules and maintains Volunteering WA's annual training calendar
- Coordinates the National Continuous Professional Development (CPD) Program.
- Facilitates quality training via in person, online and pre-recorded delivery methods.
- Coordinates the Volunteer Manager Network meetings.
- Keeps up to date with best practice for volunteer management in Australia.
- Undertakes feedback and evaluation activities and contributes to training reporting and promotion including contributing regularly to Volunteering WA's newsletters.
- Provides support to the Administration Officer.
- Promotes and contributes to activities, events, and services of Volunteering WA.
- Undertakes other relevant responsibilities as required.

Selection Criteria

Essential	<ul style="list-style-type: none"> • Understanding of volunteer management issues and knowledge of the support and resources available. • Demonstrated experience engaging with people and delivering information face to face in group settings. • Demonstrated experience delivering information and educational resources online, including the use of online tools such as Teams. • Competence in using Microsoft Office suite and MS Teams. • Excellent planning and organisational skills with demonstrated ability to deliver on agreed goals and KPIs in a timely manner and to a high standard. • Ability to work both independently and collaboratively as part of a team. • Demonstrated excellent written and verbal communication skills with strong attention to detail.
Desirable	<ul style="list-style-type: none"> • Certificate IV in Training and Assessment or equivalent training experience or tertiary qualification (or willing to work towards). • Knowledge of the National Standards for Volunteer Involvement. • Experience working in and/or knowledge of the not-for-profit sector, including small to medium-sized volunteer organisations.
Special Requirements	<ul style="list-style-type: none"> • Willing to travel regularly within the Perth Metro area and work evenings. • Some weekend work and regional travel may be required on occasion. • A current and valid WA driver's licence.

Key relationships	Reporting structure
<ul style="list-style-type: none"> • Volunteering WA staff, members and potential members • Volunteer Involving Organisations (VIOs), volunteer resource centres and volunteers. 	<pre> graph TD CEO[CEO] --- ESS[EM Sector Services] ESS --- MTD[Manager Training & Development] MTD -.- AO[Administration Officer] MTD -.- LDC[Learning & Development Coordinator] AO -.- LDC </pre>