

<b>Position Title</b>	<b>Manager Corporate Engagement (8 months maternity leave cover)</b>
<b>Level</b>	Manager
<b>Employment Benefits</b>	Five weeks paid annual leave PBI entitlement
<b>Hours of Work</b>	37.5 hours per week
<b>Reports To</b>	Senior Manager Development CEO (when Senior Manager Development is on leave)
<b>Last Review of Position</b>	14 March 2019

The role entails leading, identifying, sourcing, developing, planning, managing and implementing Volunteering WA's corporate engagement and employee volunteering programs.

The position requires high level initiative, and logistical, organisational, project management, interpersonal, communication and work, health and safety skills and practices as well as the ability to build, develop and sustain productive partnerships.

The role requires a sound knowledge of business, entrepreneurial, project management and benevolent trends and practices in WA and the Manager needs to be able to work independently, effectively and with confidence.

The Manager Corporate Engagement will communicate knowledge and information to the Volunteering WA team and as necessary disseminate information to relevant stakeholders.

This role is critical to the continued growth and development of Volunteering WA and the Manager will work closely with senior management.

This position requires regular metro travel and from time to time may require medium level physical effort including lifting, and flexible work hours with some early starts and/or late finishes. This position has two core functions in that it is both program focused and people focussed. The Manager must enjoy working and interacting with all manner of people while also having excellent program management skills.

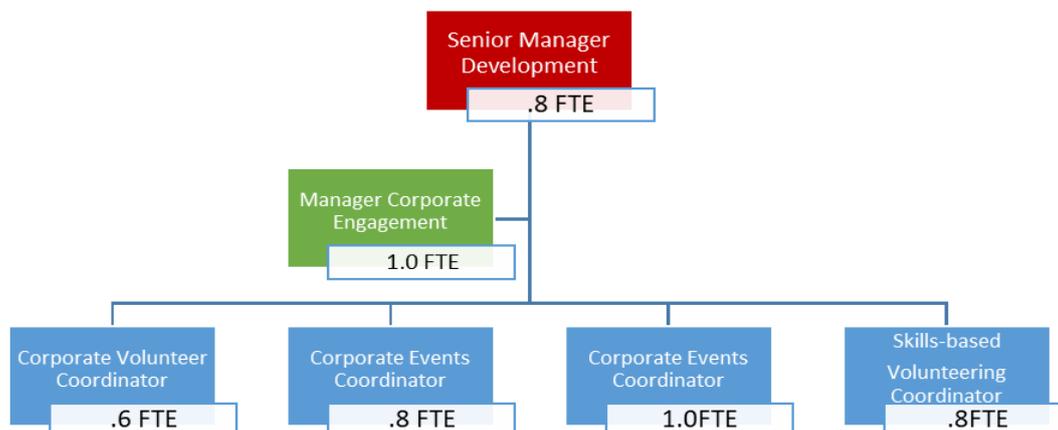
## **Key Responsibilities**

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1. Build and maintain productive, sustainable relationships with existing corporate members.
2. Identify and engage new corporate members.
3. Provide support and event coordination assistance to the Senior Manager Development in managing the Corporate Volunteer Council.
4. Manage the Skills-Based Volunteering Coordinator ensuring a professional service is provided to corporate partners, including liaising with volunteer involving organisations and corporate staff, ensuring mutually successful experiences and that all proper procedures, practices and protocols are followed.
5. Manage the Corporate Events Coordinators and Corporate Volunteer Coordinator and ensure all logistical requirements, staff attendance and follow-up of corporate volunteering team days are managed effectively.
6. Ensure the corporate volunteering team meets KPIs as determined by fee-for-service contracts.
7. Deliver corporate volunteering presentations and network, as required.
8. Develop corporate volunteering resources and prepare proposals and reports, as required.
9. Work with the Volunteering WA IT and Marketing teams to manage, maintain and enhance all technology and communications required for and related to the delivery of an effective corporate volunteering program.
10. Stay on top of trends, issues, initiatives and research in corporate community engagement and volunteering, and disseminate information to relevant stakeholders including quarterly corporate newsletter.
11. Contribute to day-to-day operations of Volunteering WA and respond to requests for support when required.
12. Contribute creatively and professionally to the strategic direction of the Volunteering WA Team.

## Reporting Structure

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## Qualifications, Skills and Experience

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### Essential

1. Relevant tertiary qualifications or extensive experience performing similar duties.
2. Experience managing a team.
3. Strong business development skills and experience.
4. High level project management skills and experience.
5. Knowledge of the volunteering, not-for-profit and corporate sectors.
6. High level organisational, logistics, presentation, networking, research, report writing, negotiation, people management, interpersonal, communication and work, health and safety skills.
7. Self-motivated with high degree of self-management, creativity and initiative.
8. Sound competency and confidence in use and management of databases, webpages, social media and other IT resources.
9. Proven success in achieving targets on time, under pressure and to a high standard.
10. Ability to work in a changing, complex and demanding environment.
11. Ability to develop strong relationships with internal and external stakeholders.
12. Demonstrated ability to lead and contribute to a team environment.
13. Driver's Licence with good driving record.

### Desirable

1. Demonstrated understanding of the volunteering sector issues, policies, regulations and imperatives.

### Personal Attributes

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All Volunteering WA staff and volunteers are at all times expected to lead by example and demonstrate Volunteering WA's values which are:

- We believe in the power of volunteering.
- We are inclusive, innovative and operate with integrity.

Other personal attributes required to do this job effectively:

- Ability to work independently.
- Willingness to work collaboratively, as part of a team and to share information and expertise.
- Professional, effective and efficient approach.
- Systematic, organised approach and attention to detail.
- Proactive self-starter.
- Strong work ethic and a desire to successfully get the job done.
- Good interpersonal and communication skills.

## Key Relationships

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- All Volunteering WA Board Members, staff, Corporate Volunteer Council Members, corporate members, funders and volunteers.
- All Volunteering WA members and potential members including existing and potential businesses (small, medium and large) and their employees.
- All volunteer involving organisations, volunteer resource centres and volunteers.
- Relevant state and national peak bodies and organisations.
- All local, State and Federal Government agencies and officers.
- Volunteering WA project partners.
- All Businesses associations and professional bodies.
- Volunteering WA sponsors and funding bodies.
- The media.

## Key Success Areas

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- Successful delivery of all Corporate Volunteering projects
- Growth of Volunteering WA's corporate membership base and Corporate Engagement Program.
- Strengthened positioning of Volunteering WA as a respected leader in Corporate Volunteering engagement.
- Participation in the Corporate Volunteer Council through attending CVC events and assisting Senior Manager Development, when needed.
- Successful development and implementation of technology and resources to advance corporate volunteering.
- A high level of corporate, member, committee and partner satisfaction with corporate engagement work.
- A well-managed high performing corporate volunteering team.
- Successful collaboration with colleagues and partners.
- Other KPIs to be agreed.

## Please Note

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- All contracts with Volunteering WA are reviewed regularly and are renewed subject to funding and performance.
- All Volunteering WA staff are required to have a Police Check. The cost of the Police Check will be met by Volunteering WA.

## How to Apply

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Please email your CV and statements addressing how you meet the selection criteria (essential and desirable) to [traci@volunteeringwa.org.au](mailto:traci@volunteeringwa.org.au).

Applications are due by 5pm on 29 March 2019. Unfortunately late applications cannot be considered.