

Job description

Position Title	Project Coordinator – Emergency Volunteering
Employment Benefits	Level 4 (SCHADS) 10.5% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits
Hours of Work	27 hours per week (0.7 FTE)
Contract Period	February 2023 to December 2024 with the possibility of extension if further funding is secured
Responsible to	Executive Manager, Sector Services

Volunteering WA

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'*. As the peak organisation for volunteering in WA, we are the leading voice for volunteers and volunteer involving organisations, working to strengthen the sector and promote the benefits of volunteering.

The Position

Volunteering WA (VWA) operates an Emergency Volunteering website, which enables people to register their details to become an emergency volunteer and assist those affected at times of need. A new project, funded under the National Disaster Risk Reduction ("NDRR") Grant Program, is about to commence to build on this work.

The Project Coordinator position strategically aligns with the 'Engage' and 'Advance' purpose areas with a focus on strengthening Volunteering WA's capacity in the emergency volunteering space. This role will provide support, resources and tools to volunteer involving organisations to assist and grow their capability to work with volunteers who want to assist during times of emergency or in the lead up.

With training and guidance from existing Volunteering WA staff this role will involve working across a number of our existing teams as well as representing Volunteering WA on various committees so we are looking for someone who is a good team player and confident at building relationships with stakeholders.

You will become the go to person representing Volunteering WA in the disaster and emergency space both internally and externally so ideally you will have experience in this field or be passionate about this area. Throughout the project there will be a range of different tasks which makes this a varied and interesting role including developing policies and procedures, establishing and running a Steering Group, providing advice and support, building key relationships, delivering training and assisting with promotion of the program.

Project Coordinator – EV / Jan 23

Responsibilities

- Coordinate the new 'NDRR - Spontaneous Volunteer Management System for Western Australia' project
- Develop policies and procedures to support Volunteering WA's role in disaster risk reduction in WA, including technological platforms of emergency management at VWA, and in WA at all levels
- Develop online training resources to assist in the attraction, recruitment and orientation of spontaneous volunteers across WA
- Work with Volunteering WA's marketing team to deliver a proactive large scale community awareness and communications campaign
- Develop trusted partnerships with key organisations who play a role in disaster risk reduction in WA
- Create, update and maintain comprehensive project documentation, including processes, procedures, guidelines, plans and reports
- Contribute creatively and professionally to the strategic direction of the Volunteering WA team including meeting of agreed Key Performance Indicators (KPIs).
- Contribute to day-to-day operations of VWA and respond to requests for support when required
- Key performance measures for this position will be determined annually in accordance with the organisation's operational plans.

Selection criteria

ESSENTIAL	<ul style="list-style-type: none">• Relevant qualifications or experience in project coordination and stakeholder engagement• Experience in the development and implementation of policies and procedures• Very strong organisational skills, including time-management• Very strong interpersonal, communication and teamwork skills• Experience with IT and project management tools (e.g. Office 365, Trello or similar)• Ability to work across teams• Proven ability to provide verbal and written reporting on qualitative and quantitative data and KPIs
DESIRABLE	<ul style="list-style-type: none">• Experience working in and/or knowledge of the not-for-profit sector and volunteer organisations, particularly in the emergency management space• Current WA driver's license

Key relationships	Reporting structure
<ul style="list-style-type: none"> • Volunteering WA staff, board members, members and potential members • Volunteer involving organisations, particularly those involved in the disaster risk reduction space at all levels • State and Local Government • Steering Group members 	 <pre> graph TD CEO[CEO] --- EM[Executive Manager Sector Services] EM --- PC[Project Coordinator - Emergency Volunteering] </pre>

Please note

- All contracts with Volunteering WA are reviewed regularly subject to funding and performance.
- All staff are required to have a pre-employment check including a Police Clearance. The cost of the Police Clearance will be met by Volunteering WA.
- All offers of employment at Volunteering WA are subject to a four-month probationary period.