

<b>Position Title</b>	Project Coordinator
<b>Employment Benefits</b>	Level 4 (SCHADS) Base Salary \$73,000 p.a. FTE 10% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits
<b>Hours of Work</b>	30 hours per week (0.8 FTE)
<b>Responsible to</b>	Executive Manager, Sector Services

### About us

Volunteering WA's mission is *'to lead, advance and celebrate volunteering in WA'*, and our vision is *'for every Western Australian to enjoy (valued) volunteering experiences that enrich our state'*. 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. Volunteering WA supports volunteering across all areas, providing resources for community organisations across the state, whether they work in sport and recreation, the environment, emergency services, aged care, health and disability services, and many other areas.

### The position

The Project Coordinator position strategically aligns with the 'Connecting People' and 'Strengthening Sector' priority areas with a focus on identifying, resourcing and managing projects that meet the future needs of the volunteering sector and work towards the strategic goals of the organisation.

Coordination of the three year Pathway to Job Readiness project, currently in its first year, is a key part of this role. This Project involves the development and delivery of face-to-face training materials and online tools and training tailored to meet the needs of youth. The Project Coordinator will also ensure support is provided to Volunteer Resource Centres (VRCs) to facilitate youth engagement, and linkages with Volunteer Involving Organisations (VIOs) are developed to ensure that young people ready to volunteer have access to opportunities to apply their skills. This role will pick-up on the work that has already commenced on this project and continue it forward, expanding it as required, potentially into schools as well.

Volunteering WA (VWA) has also identified other potential projects that will require coordination including an emergency volunteering project and a project engaging Local Government Authorities. Other projects may also come up as we are a dynamic organisation that keeps up with sector needs, issues and trends. All projects are subject to funding.

This position requires a self-motivated person with strong project coordination skills and the ability to multitask.

This position may require occasional metropolitan and regional travel.

### Your key responsibilities include

- Coordinate the existing Pathways to Employment Job Readiness project and other youth related work including convening VWA's Tertiary Committee and assisting with an existing partnership between VWA and UWA Guild
- Coordinate new projects that arise at Volunteering WA
- Delivery of online and face-to-face training to young people and VIOs
- Work with the Executive Manager, Sector Services to research and scope potential new projects and expand existing projects as required in line with VWA's strategic plan
- Prepare regular reports for the Executive Manager, Sector Services and/or CEO

- Liaise with key stakeholders
- Contribute to day-to-day operations of VWA and respond to requests for support when required
- As required contribute creatively and professionally to the strategic direction of VWA
- Key Performance Measures for this position will be determined annually in accordance with the organisation's Operational Plans.

### Skills and experience you will bring to the role

#### Essential

- Relevant tertiary qualification or relevant experience performing similar duties
- Excellent interpersonal and communication (written/verbal) skills including conducting presentations and facilitation skills
- Confident in delivering training to a range of stakeholder in both face-to-face and online environments
- Outstanding organisational, time and project management skills are a must
- Strong administration skills including high attention to detail
- Ability to work independently and proactively on own initiative or as part of a team
- Demonstrated ability to meet targets and achieve results
- Sound competency and confidence in use of IT resources including Microsoft Office Suite, Teams and Zoom.

#### Desirable

- Experience working in the not-for-profit sector
- Experience of working on projects that utilise elements of co-design
- A current WA Driver's licence
- Relevant training qualification.

### Reporting Structure



### 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.
- This role requires a current Working with Children's Check. The cost of this will be met by Volunteering WA.
- All offers of employment at Volunteering WA are subject to a four month probationary period.
- Proof of up-to-date COVID vaccinations is required.