

Position Title	Project Coordinator – Volunteer Management Activity
Employment Benefits	Level 4 (SCHADS) 10.5% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits
Location	Perth metro
Hours of Work	22.5 hours per week (0.6 FTE)
Responsible to	Manager VMA Program (or Executive Manager, Sector Services in their absence)

About us:

Established in 1988, Volunteering WA is the peak body for volunteering in Western Australia. With a membership of over 745 Volunteer Involving Organisations (VIOs) we work in partnership with community, corporate, educational and government organisations to provide leadership, advancement and promotion of volunteering to achieve the greatest impact for Western Australia.

As the leading voice for volunteers and VIOs, we work to strengthen the sector and promote the benefits of volunteering and its value in transforming and enriching the communities in which we live. Our purpose is 'Empowering people and communities to enrich WA', and our vision is 'A society in which everyone is inspired to make a difference'.

The position:

The Project Coordinator position strategically aligns with the 'Engage' and 'Advance' purpose areas with a focus on providing support to Volunteer Involving Organisations (VIOs) in Western Australia.

Volunteering WA is funded under a federal grant to provide support to VIOs across Western Australia. The focus of this position involves **project and contract management with stakeholders, including service partners/grant recipients, in the Volunteer Management Activity (VMA) program in WA**. This program and delivery of services are designed to support and build the capacity of VIOs to attract and retain a diverse range of volunteers including people with disabilities, newly arrived migrants, and First Nations people. This is achieved through delivery of a range of activities, including support for good volunteer management practices.

This includes:

- Online services that focus on implementing best practice national resources and training based on the National Standards for Volunteer Involvement
- Building the capacity of VIOs to engage volunteers from identified priority groups (face to face and online)

This position requires a motivated and self-directed person who will manage the projects and grants within the VMA program and assist with delivering outcomes from stakeholder engagement work. The role is to manage the grant processes and acquittals with good engagement with stakeholders and project grant recipients. The Project Coordinator will administer and organise all types of projects, and ensure that all projects are completed according to grant guidelines and meet high quality standards of outcomes and reporting. The Project Coordinator role will include communications, scheduling, risk management, along with maintaining project and budget documentation.

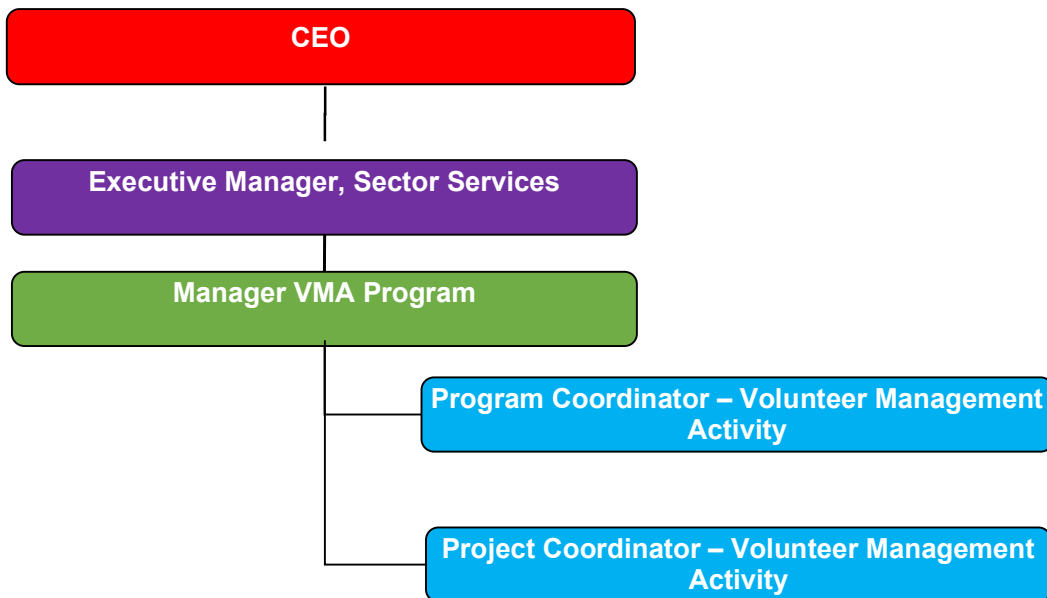
Duties:

- Manage and oversee projects, contracts and procurement including ongoing risk management
- Develop and review budgets and provide financial reporting
- Manage all contract stakeholder relationships
- Create, update and maintain comprehensive project documentation, including processes, procedures, guidelines, plans and reports
- Develop a calendar of project events and activities including administering VWA Advisory groups and also representing VWA at various events, e.g NAIDOC Week
- Drive and deliver work that comes out of consultations with stakeholder engagement groups to ensure high quality, positive outcomes
- Contribute creatively and professionally to the strategic direction of the Volunteering WA team including meeting of agreed Key Performance Indicators (KPIs).

Key relationships:

- All Volunteering WA staff and volunteers
- VWA members
- Relevant WA peak bodies and state-wide organisations
- Volunteering WA project partners
- Priority groups and other stakeholders

Reporting Structure:



SELECTION CRITERIA:

<p>ESSENTIAL</p>	<ul style="list-style-type: none"> • Relevant qualifications or extensive experience in contracts, procurement and project management • Previous experience in a community orientated role and/or grants management • Demonstrated excellent knowledge and experience in project management process • Excellent ability to prepare and maintain project schedules and plans • Very strong organisational skills, including time-management • Very strong interpersonal, communication and teamwork skills • Familiarity with risk management and quality assurance approaches • Extensive experience with IT and project management tools (e.g. Office 365, Trello or similar) • Proven ability to provide verbal and written reporting on qualitative and quantitative data and KPIs • Proven ability to promote diversity and inclusion with people and groups from all backgrounds including First Nations people, new migrants and people with a disability • Current WA driver’s license
<p>DESIRABLE</p>	<ul style="list-style-type: none"> • Experience working in and/or knowledge of the not-for-profit sector and volunteer organisations • Communications/promotions knowledge
<p>Other Personal Attributes</p>	<p>Other personal attributes required to do this job effectively:</p> <ul style="list-style-type: none"> • Proactive self-starter with a high degree of self-management and a can-do attitude • Ability to work independently, as well as part of a team • A professional, effective and efficient approach with excellent customer service skills • Willingness to work as part of a professional team and to share information and expertise • Ability to work in a changing, complex environment • Manages time and reporting requirements effectively • Taking initiative and bringing new ideas to service provision

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 National Police Clearance. Volunteering WA will meet the cost of the Police Clearance.
- All offers of employment at Volunteering WA are subject to a four-month probationary period.
- A current WA Driver’s licence is essential.
- Vaccination status must be in line with current Government requirements.