

Position Title	Regional Community Engagement Coordinator
Employment Benefits	Level 4 (SCHADS) Base Salary Regional Location Allowance 10.5% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits
Hours of Work	30 hours per week (0.8 FTE)
Responsible to	Corporate Volunteering Manager
Location	Port Hedland or Newman

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 Regional Community Engagement Coordinator (“RCEC”) is a key member of the Corporate Team, responsible for engaging and supporting regional community organisations with their volunteering challenges.

This role is responsible for engaging with volunteer involving organisations to ensure widespread awareness and implementation of the resources and services offered by Volunteering WA, including accessing support from regional corporate volunteers. The Regional Community Engagement Coordinator will also work closely with corporate staff to promote and increase participation in volunteering activities in Port Hedland, Newman and other regional areas.

The RCEC needs to work independently, effectively and with confidence. This position requires medium level physical effort including lifting, and flexible work hours with some early starts and/or late finishes. Some intrastate travel will be required.

This position is based from either Port Hedland or Newman and 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 relationships.

Main duties and responsibilities:

Regional community engagement

- Identify, engage and build productive, sustainable relationships with not-for-profit and community organisations in Port Hedland, Newman and other areas, including giving presentations when required.
- Promote the services and resources offered by Volunteering WA, including the corporate volunteering program.
- Facilitate networking opportunities for community organisations, including social events and staff development and training opportunities.
- Organise a regional awards ceremony or corporate volunteering events during National Volunteer Week in May, including all logistical requirements.

Event Coordination

- Coordinate and drive corporate volunteering event activities including all logistical requirements and

attend and follow-up corporate volunteering days in Port Hedland and Newman.

- Ensure high levels of participation and satisfaction in corporate volunteering activities
- Deliver highly quality volunteering events to meet contractual obligations, objectives and KPIs.

Administration and Reporting

- Report to the Manager Corporate Engagement and work closely with the Corporate Team to meet contractual obligations for our corporate partners.
- Regular event reporting and maintenance of accurate records of contacts and volunteering activities.
- Contribute to day-to-day Volunteering WA operations and respond to requests for support as required.

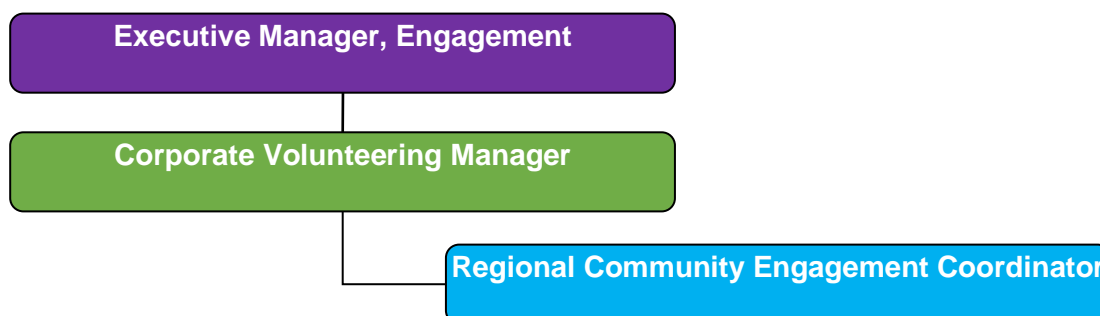
Stakeholder Engagement

- Identify, engage and build productive, sustainable relationships with member not for profit organisations interested in engaging corporate volunteers, including giving presentations when required.
- Contribute creatively and professionally to the strategic direction of the Volunteering WA Team.

Communication

- Deliver corporate volunteering presentations and network, as required.

Reporting Structure:



Selection Criteria

Qualifications, Skills & Experience:

ESSENTIAL	<ul style="list-style-type: none"> • Relevant tertiary qualifications (community development, project management, events management) or relevant experience performing similar duties. • Excellent communicator with demonstrated high-level interpersonal, negotiation and presentation skills with the ability to develop and maintain strong industry and stakeholder relationships. • Demonstrated ability in community engagement, organising and facilitating networking opportunities. • Previous demonstrated experience in planning and operating key logistical support for events, including site selection, catering arrangements; development of on-site requirements such as event set-up and coordination. • Demonstrated ability in project management, multi-tasking and meeting tight deadlines to a high standard with the ability to work independently. • Outstanding administration, organisational and time management skills are a must. • Excellent interpersonal and communication (written and verbal) skills. • Self-motivated with high degree of self-management, creativity and initiative. • Sound competency and confidence in use of databases and other IT resources including Microsoft Office Suite. • Driver’s License with good driving record.
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DESIRABLE	<ul style="list-style-type: none"> • Current First Aid Certificate • Knowledge of or Experience working in the not-for-profit sector
Other Personal Attributes	<p>Other personal attributes required to do this job effectively:</p> <ul style="list-style-type: none"> • 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 • Strong work ethic and a desire to successfully get the job done

Key Relationships

- All Volunteering WA staff and board members
- All Volunteering WA members and potential members
- 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 and service providers/suppliers
- All existing and potential businesses (small, medium and large) and their employees
- All Businesses associations and professional bodies
- Key suppliers and event stakeholders
- Volunteering WA sponsors and funding bodies

Please Note:

- All contracts with Volunteering WA are reviewed regularly subject to funding and performance.
- All staff are required to have a Police Check. The cost of the Police Check will be met by Volunteering WA.
- A current WA Driver's licence is essential