

<b>Position Title</b>	VMA Coordinator - Metro
<b>Employment Benefits</b>	Level 3 (SCHADS) 10% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits
<b>Location</b>	Perth metro
<b>Hours of Work</b>	30.0 hours per week (0.8 FTE)
<b>Responsible to</b>	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 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'*.

### The position:

The VMA Coordinator - Metro position strategically aligns with the 'Connecting People' and 'Strengthening Sector' priority areas with a focus on providing support to Volunteer Involving Organisations (VIOs) in the Perth metro area.

Volunteering WA is funded to work in partnership with local organisations to provide support to VIOs across Western Australia. The focus of this position involves coordination and delivery of services that build the capacity of VIOs primarily through online volunteer management services, and breaking down barriers to volunteering for identified priority groups including people with disability, newly arrived migrants, and First Nations people.

This includes:

- Online services delivered to VIOs that focus on implementing best practice recruiting and training of volunteers, retaining volunteers, volunteer management and understanding regulatory obligations and risk management, based on the National Standards for Volunteer Involvement.
- Increasing the accessibility of volunteering opportunities for people in priority groups includes building the capacity of VIOs to engage volunteers from these groups and providing face to face and other services to support these groups to participate in volunteering.

This position requires a self-motivated person who will engage and motivate community partners to participate in the above areas.

This position will involve metropolitan travel.

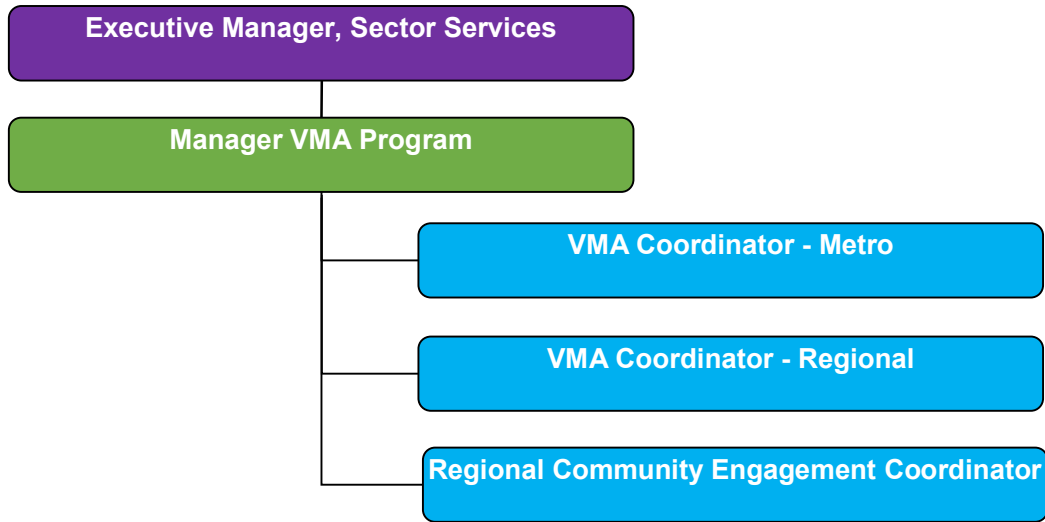
## Duties:

- Coordination of face to face and online services to Perth Metro VIOs to build capacity and increase the accessibility of volunteering opportunities for people in the priority groups.
- Face to face engagement and collaboration with peak bodies, organisations and VIOs who work with priority groups in the Perth metro area.
- Deliver support to local VIOs through online resources to practice the best methods of recruiting, managing, retaining and recognising their volunteers through providing advice and developing and implementing relevant resources, training and networking opportunities
- Develop and deliver online and face to face training workshops and resources for VIOs within the Perth region including cultural capability and disability awareness training. Some train-the-trainer program delivery may be included in service delivery.
- Record data, ensure this is kept up to date, and produce activity / evaluation reports for key stakeholders.
- Ensure regular contact is made with local VIOs to foster effective and ongoing relationships. Proactively manage and develop relationships with partners of VWA.
- Participate in meetings and advisory groups (including local government authorities, disability providers, multicultural and First Nation organisations) to consult with priority groups and provide feedback on resources, tools and materials provided.
- In consultation with the Volunteering WA marketing, membership and training managers contribute to activities, events, development and promotion relevant to the service.
- Contribute to day-to-day operations of Volunteering WA and the state-wide WMA Program and respond to requests for support when required.
- 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
- Existing members
- Potential members, especially key VIOs and VRCs
- Relevant WA peak bodies and state-wide organisations
- Volunteering WA project partners

## Reporting Structure:



**SELECTION CRITERIA:**

<b>ESSENTIAL</b>	<ul style="list-style-type: none"> <li>• Relevant qualifications and / or extensive experience in training and community development (capacity building) of people and organisations</li> <li>• Demonstrated knowledge and experience in leading, coaching, mentoring or supervision</li> <li>• Demonstrated experience in working with volunteers and / or volunteer managers</li> <li>• Experience in a similar role organizing a program of work and achieving targets on time</li> <li>• Excellent IT skills along with experience in the use of databases and other online tools and IT resources</li> <li>• High level of attention to detail and proven ability to gain, renew and report on qualitative and quantitative data and KPIs</li> <li>• Proven ability to work in an inclusive and non-discriminatory manner with individuals and groups from all backgrounds</li> <li>• Strong interpersonal, written and verbal communication skills</li> </ul>
<b>DESIRABLE</b>	<ul style="list-style-type: none"> <li>• Experience working in and / or knowledge of the not-for-profit sector</li> <li>• Knowledge of application of co-design or human centered design of services</li> <li>• Experience in working with or knowledge of barriers facing CALD, disability or first nations peoples</li> <li>• Current First Aid Certificate</li> </ul>
<b>Other Personal Attributes</b>	<p>Other personal attributes required to do this job effectively:</p> <ul style="list-style-type: none"> <li>• Proactive self-starter with a high degree of self-management and a can do attitude</li> <li>• Ability to work independently, as well as part of a team</li> <li>• A professional, effective and efficient approach with excellent customer service skills</li> <li>• Willingness to work as part of a professional team and to share information and expertise</li> <li>• Ability to work in a changing, complex environment</li> </ul>

**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. 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