

Position Title	Project Officer
Employment Benefits	Base Salary Level 3 (SCHADS Award) 10% employer superannuation contribution PBI salary packaging benefits
Hours of Work	37.5 hours per week (Full time)
Contract Period	March to September 2022 (with possibility of extension)
Responsible to	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

Volunteering WA is developing a new project to engage volunteers to help address the loneliness and social isolation being experienced by residents of Residential Aged Care Facilities across the state. This exciting project will initially be a short term 6 month project, but the ongoing needs of residents and the ultimate success of the project could lead to an extension.

The Project Officer is a newly created position and is responsible for supporting the delivery and evaluation of this exciting new project in Western Australia. This position strategically aligns with the 'Connecting People' priority area. The Project Officer will lead engagement with volunteers, including the recruitment, training and support of volunteers.

The Project Officer reports to the Project Coordinator, and assists with the day-to-day running of the project including operations, data collection, ongoing assessment, data analysis and evaluation.

This position is mainly home/office based but may require metro travel occasionally.

Your key responsibilities include

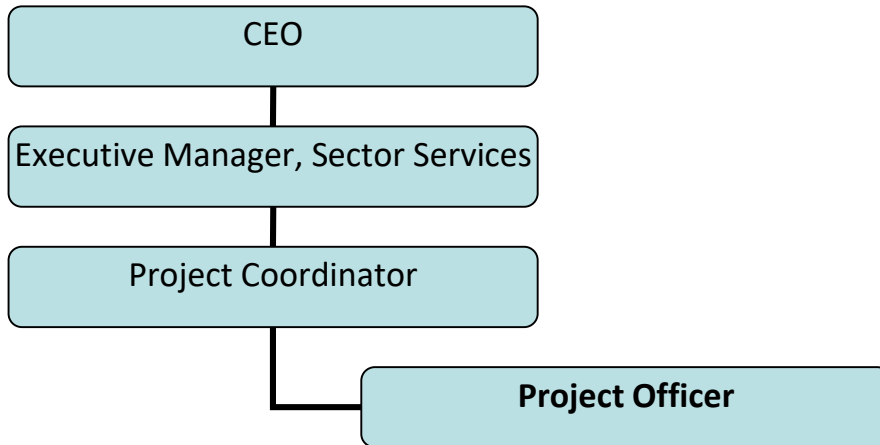
- Assist with Project implementation, including process design, data collection and project reports
- Coordinate volunteer communications and participation in training programs
- Written and verbal briefs to the Project Coordinator, Executive Manager Sector Services and CEO.
- Follow and update project procedures
- Prepare resources for RACFs and volunteers that align with the project model
- Maintain accurate and up to date records of all interactions with external stakeholders, including regular formal and informal feedback and Program evaluation
- Respond to general enquiries in a professional and timely manner
- Build and maintain professional relationships, especially with project volunteers and collaboration with key stakeholders
- Collaborating with other Volunteering WA staff, where required
- 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 in accordance with the organisation’s Operational Plans.

Qualifications, Skills & Experience:

A combination of experience, expertise and competence sufficient to perform the duties required at this level. This may have been attained through previous appointments, service and/or study.

ESSENTIAL	<ul style="list-style-type: none"> • Demonstrated experience and working knowledge of the community sector • Demonstrated sound interpersonal, oral and written communication skills with a demonstrated ability to work in a diverse environment and utilising a broad range of communication approaches to suit audience’s needs • Demonstrated sound problem-solving skills, time management and attention to detail • Ability to work independently and as part of a team • Efficient at using IT platforms and databases including maintaining accurate and timely records
DESIRABLE	<ul style="list-style-type: none"> • Understanding of and passion for the volunteering and aged care sectors

Reporting Structure



Duration

The role commences in March 2022 and is required for a minimum of 26 weeks, with opportunity for extension pending project funding.

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.
- Proof of up-to-date COVID vaccinations is required.