



JOB TITLE: Volunteer Resource Officer

REPORTS TO: Manager

CLASSIFICATION: Band 5B (\$26.80 per hour)

HOURS: 30 hours per week
Monday to Friday, 9.00am to 3.00pm

JOB SUMMARY

Volunteers of Banyule is a dynamic community based non-profit organisation based in Heidelberg. We provide support to individuals interested in becoming volunteers and non-profit organisations that include volunteers within their programs.

Reporting to the Manager, this challenging role will see you responsible for a number of key duties including ensuring relationships with member organisations are developed, information held by the organisation is current, and agreed services to members of the public are provided.

The Volunteer Resource Officer will be expected to prioritise tasks and work both independently and as a member of a small team, to achieve organisational goals.

Duties And Responsibilities:

- Actively develop relationships with managers of volunteers to assist with the design of volunteer involving programs to meet the current expectations of the volunteering community, including young and episodic volunteers
- Provide information and resources to not for profit organisations to assist with the recruitment, retention and management of volunteers
- Ensure that information on the volunteer roles of not for profit organisations is comprehensive and current and maintained in the organisation's Access database
- Provide information and support to the general public and to community organisations about volunteering and the services and resources that Volunteers of Banyule offer
- Ensure that the Volunteers of Banyule volunteer program conforms with leading practice within the volunteering sector
- Provide professional support and ongoing training for the Volunteers of Banyule volunteers to ensure their commitment is positive and satisfying
- Ensure that the office always has appropriate volunteer staff available to provide services
- Assist the Manager in the development and evaluation of activities and programs that promote and enhance community strengthening and active citizen participation through volunteering

KEY SELECTION CRITERIA

Judgement And Decision Making

- Ability to work independently and co-operatively as part of a team
- Ability to exercise professional judgment, make recommendations to the Manager and, with agreement, initiate projects within the organisation's budgeting and policy framework

Administration Skills

- Demonstrated ability to manage time, set priorities and achieve objectives
- Proven ability to take responsibility for initiating and managing improvement measures
- The ability to manage a number of different roles and a commitment to task completion
- A sound knowledge of MS Office (particularly Word and Access) and the Internet.

Interpersonal Skills

- Good oral and written communication skills
- The ability to work cooperatively with members of the public and other staff in the administration of defined activities
- Highly-developed interpersonal, negotiation and client liaison skills
- Non-judgmental thinking regarding the rights of people with a wide variety of abilities and backgrounds

Qualifications and Experience

- Post secondary qualification in a relevant discipline and/or previous experience in service coordination within the Community Sector
- Sound understanding of current practices within the volunteering sector
- Demonstrated and relevant experience in program administration
- Demonstrated ability to respond appropriately to consumer enquiries and referral.
- Practical knowledge of relevant legislation including the areas of Privacy, OH&S., and Equal Opportunity
- A current Victorian (or Australian) driver's licence and access, as required, to a comprehensively insured motor vehicle

Conditions of Employment

- The Volunteer Resource Officer will be employed for 30 hours per week. As with all positions in the organisation, this position is initially funded for 12 months and is subject to the availability of ongoing funding.
- The position will operate within the parameters of accepted industrial and professional practice.
- Equality of opportunity is a Policy of Volunteers of Banyule.
- Salary and terms of employment are in accordance with the Volunteers of Banyule Collective Agreement.
- Volunteers of Banyule closes for a period during the Xmas/New Year period. This period is calculated as part of an employee's annual leave.
- Superannuation in accordance with current Government policies and awards.

At all times the Volunteer Resource Officer will

- Ensure compliance with all relevant policies, procedures and legislation including occupational health and safety and privacy legislation
- Perform all duties in a manner that ensures personal health and safety of themselves and others in the workplace
- Report or correct all hazards and incidents that can cause harm
- Participate in ongoing training, as required

References

Current contact details for three professional referees must accompany the application. Referees will not be contacted without the consent of the applicant.

Applications

Please address all applications to projects@volunteersofbanyule.org.au by 5.00pm **Wednesday 8th July 2009. Applications that do not contain information that demonstrates a consideration of the Position Description will not be considered. Please provide an office hours phone contact in your application.**

If you require acknowledgement of the *receipt* of your application please nominate an automatic “Request a Delivery Receipt” in your email.

If further information is required, please contact Barbara Dixon on 03 9458 3777 or 0432 641 749.