

Position title	Volunteer Development Officer		
Position holder	Vacant		
Program	Human Resources		
Funded by	State and Commonwealth		
Based at location	Stawell		
Responsible to	<ul style="list-style-type: none"> • Program Leader Human Resources • Manager Corporate Services • General Manager Business Support and Innovation 		
Direct reports	<ul style="list-style-type: none"> • Volunteers 		
Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017		
Classification	SACS 3.1 to 3.5		
Hourly rate	\$32.54 to \$34.89	Annual	\$38,579 to \$41,365
Status	Part Time		
Hours per week	22.8		
PD last updated and approved by CEO	October 2021		

Position summary

The Volunteer Development Officer provides organisation-wide support to the delivery and ongoing development of our volunteer services. The position is responsible for the delivery of best practice volunteer programs that maximise the opportunities and potential of our community volunteer workforce.

Key responsibilities

1. Review current and potential volunteering services across the organisation.
2. Strengthen and extend innovative and inclusive volunteering opportunities by working closely with organisation wide program areas.
3. Plan, evaluate, monitor and report on the effectiveness of existing volunteer activities and identify opportunities for growth and improvement.
4. Develop and facilitate appropriate recruitment, induction and orientation of volunteers including promotion of volunteering opportunities including hosting recruitment events to attract volunteers.
5. Develop volunteer position descriptions in consultation with program areas and Program Leader Human Resources.
6. Develop and support the delivery of professional development for volunteers.
7. Provide regular contact and feedback for volunteers.
8. Develop, promote and implement volunteer recognition and events and facilitating nominations for volunteering awards.
9. Monitor, support, guide and motivate volunteers and their work including managing day to day issues and grievances.
10. Maintain a volunteer database and volunteer files including regulatory compliance requirements.

11. Adherence to Principles of Volunteering and National Standards for Volunteer Involvement.
 12. Collect, analyse and provide volunteer data to fulfil reporting requirements to funding bodies.
 13. Develop and maintain relationships with other local volunteer organisations.
 14. Provide supervision and support to students as required.
 15. Other duties commensurate with current skills and experience as agreed with the Program Leader, Manager, General Manager or the Chief Executive Officer.
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Key selection criteria

Qualifications

- Diploma of Community Services or demonstrated relevant experience.

Desirable

- Demonstrated experience in volunteer coordination or community development.
- Knowledge of community sector and strong connections with local and regional networks.

Demonstrated skills, experience and/or understanding of:

- Understanding of and ability to apply the Principles of Volunteering and the National Standards for Volunteer Involvement.
- Established professional and community networks and understanding of local communities in the Regions covered by GCH.
- Skills to effectively engage with volunteering peak bodies and networks.
- Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.
- Ability to maintain confidentiality at all times.
- Demonstrated knowledge and application of computer software, including Microsoft Office and the Internet.
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace culture and practices.

Licences and registrations

- Current Victorian driver licence
- Current National police check (less than 3 months old)

Personal attributes

- Ethical and inclusive
 - Self-disciplined
 - Collaborative and supportive
 - Flexible and resilient
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Conditions of employment

This position is ongoing and is subject to:

- Successful completion of a six-month probationary period
- Full COVID-19 vaccination status from MyGov or Medicare or
- Certified evidence of medical exemption for COVID-19 vaccination

And requires the following checks:

- Satisfactory police check

Note: Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

Employee acceptance of position:

Employee signature

Vacant

Date
