

Position Description



Job title	Coordinator of Volunteer and Corporate Engagement	
Department	Community Engagement	
Reports to	Manager, Community Engagement	
Date prepared/reviewed	February 2024	
Location	Inner City Hub (ICH)	
Position Details	Permanent Full Time	

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

Position Objective

This role leads the development and management of volunteer and corporate engagement opportunities to support the needs of Uniting WA services and engages community members as supporter of Uniting and its strategic aims. The Coordinator of Volunteer and Corporate Engagement ensures that Uniting WA is viewed as an outstanding organisation that provides volunteering opportunities of choice for the community.

Values and Associated Behaviours

Imaginative – We challenge convention, explore new possibilities and dare to dream for a better future

Respectful – We act with honesty and integrity, and open our hearts to all people without exception

Compassionate – We are nurturing, generous and thoughtful in our words and deeds

Bold – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

Key Responsibilities

- As the key contact for volunteering and corporate engagement opportunities across Uniting WA, you will be responsible for:

- Coordinating the recruitment, selection, and orientation process of all volunteers over multiple Uniting WA programs (number of programs), providing them with daily ongoing support in accordance with Uniting's Strategic Plan and the Volunteering Australia National standards.
- Roster coordination and maintenance of the volunteer management database
- Evaluate and report on all aspects of corporate and community volunteering programs working towards continuous improvement initiatives in line with the Volunteer and Corporate Opportunities Engagement Strategy
- Support the 'Manager of Community Engagement' with community and volunteer events, public appearances, presentations and 'Recipe for Change program'. Engage with selected external stakeholders to develop key relationships and create networking opportunities.
- Support Uniting WA's 'Senior Managers' and 'Team Leaders' to identify, develop and evaluate appropriate infrastructure for volunteer involvement.
- Support Uniting WA's Managers in conjunction with People Services with volunteer performance issues, job design, position descriptions, accreditation, and legislation requirements.
- Support Uniting WA's 'Communication Team' to develop and promote an operational communication and marketing plan to ensure volunteer attraction, engagement, and recognition.
- Review and maintain relevant policies, procedures including Uniting risk management & WHS in accordance with legislative requirements, identifying and taking necessary action where required.
- Any other duties that may arise from time to time which fall within the parameters of this role and within the level of skills, competency, and training of the incumbent.

Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures.
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position.

Competencies

- Time management/ organisational skills and ability to multi-task to meet deadlines.
- Ability to manage, network with and motivate volunteers
- Ability to interpret and maintain confidential information
- Ability to organise and maintain detailed records
- Ability to build and sustain relationships within a diverse workforce across different levels

- Excellent verbal and written communication skills
- Ability to work autonomously and as part of a team
- Creative and lateral thinking abilities
- An empathy with volunteers and an ability to understand their needs
- Well-developed IT skills
- Co-ordination skills.

Qualifications

- Recognised qualifications in a relevant area such as volunteering, community development marketing or human resources
- Current National Police Clearance
- Current Driver Licence
- Knowledge of contemporary theories and practices underpinning volunteer management
- Experience in Volunteer and staff management
- Highly experienced in the delivery of presentations to internal and external stakeholders and community groups
- Experience working in a community service environment.

Additional Information

Any additional information that would be helpful to someone trying to understand the nature or purpose of the position.