POSITION DESCRIPTION AND SELECTION CRITERIA

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| **Volunteer management** To actively promote volunteering programs and opportunities and recruit volunteers for program areas. | * Facilitate inductions for new volunteers.
* Review and adjust induction processes where necessary to maintain currency with the operations and requirements of the Trust.
* Development and implementation of a holistic volunteer strategy which covers recruitment, induction, training, retention and evaluation.
* Ensure all administration tasks are completed and maintain good record keeping practices including but not limited to database management and auditing skills.
* Development and implementation of a volunteer reward and recognition program.
* Evidence of effective promotion and active recruitment for volunteers.
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| **Project management related to training and volunteer opportunities**To develop and implement training and volunteer programs as required  | * Lead volunteers on practical conservation projects to achieve on ground outcomes.
* Manage schedules for volunteer projects and assign responsibilities as appropriate
* Identify innovative and new programs
* Maintain database and completion of records. Track volunteer hours to social impact reporting.
* To seek out and implement training programs that fulfil a need within the community, are aligned with the strategic direction of the Trust and work in collaboration with stakeholders to provide a valued workplace training and volunteer opportunities with the wider community.
* Provide program evaluations, maintain records, statistics, and written reports to present at staff meetings.
* Displays willingness to assist others and effectively prioritises tasks to meet administration responsibilities and confidentiality is maintained as required.
* Provide and receive
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| **Training** Collaborate with all parties to ensure training needs are met and delivered.Ensure all training is undertaken within policy guidelines and an awareness of emerging trends. | * Record evidence of maintaining training records.
* Coordinate training for volunteer projects with adherence to National Volunteer Standards.
* Provide administrative support for all volunteer training hosted by the Trust and providing secretarial support as requested.
* Provide program evaluations, maintain records, statistics, and written reports.
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| **Team Based Support** Collaborate with a multi-disciplinary team (potentially inclusive of volunteers and student placements) for the achievement of effective outcomes for the Trust, other stakeholders and the community. Participate in team activities, attends staff meetings when scheduled and demonstrates a supportive approach to other staff members which contributes to the overall team effectiveness. | * Evidence of strong professional relationships with other team members, which assists in building a cohesive workplace.
* Contributes to positive team effort that improves team culture.
* Compliance with policies, procedures and relevant professional codes of conduct and ethics.
* Maintain professional boundaries, and where appropriate, undergo supervision/debriefing (mandatory following a critical incident).
* Participate in relevant research and evaluations.
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| **Workplace Health & Safety** To meet Workplace Health and Safety obligations in line with the WWT Policy & Procedures & relevant legislation.  | * Awareness of and compliance with the WWT WH&S Policy and Procedures and government legislation.
* Critical incidents are managed in accordance with organisational policies and procedures in a manner which minimises the risk of adverse outcomes.
* Assist in ensuring that the workplace operates in a manner that minimises the risk to health & safety to all persons and ensuring proper procedures are followed.
* Assist in identifying risks on all new and existing activities
* Report on unsafe conditions, practises and hazards
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| **Professional Development** Maintain and develop professional knowledge in area of expertise and meets core values and behaviours of the WWT  | * Evidence of continuous improvement activities including maintaining and updating work knowledge and skills.
* Participate in regular performance appraisal, consistent with WWT policies.
* Evidence of searching for better ways and striving to achieve best practice.
* Seeks new ideas, adapts and shows initiative.
* Contribute to and participate in appropriate training and professional development activities to improve delivery and best practice.
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