



<b>Position Title</b>	<b>Corporate Volunteering Coordinator</b>
<b>Employment Benefits</b>	Five weeks paid annual leave (pro-rata) PBI entitlement
<b>Hours of Work</b>	22.5 hours per week (must include Fridays)
<b>Reports To</b>	Manager Corporate Engagement
<b>Last Review of Position</b>	5 February 2020

The Corporate Volunteering Coordinator is a key member of the team and responsible for supporting the smooth running of Volunteering WA's Corporate Volunteering Program.

This role will act as a primary contact for corporate volunteering event requests and support the corporate team in managing event logistics. This role will suit someone who is highly organised as you will be expected to co-ordinate a number of business functions and tasks in a busy environment.

The position requires high level initiative, and logistical, organisational, project management, interpersonal and communication skills.

This role is critical to the successful delivery of Volunteering WA's corporate volunteering program and the Corporate Volunteering Coordinator needs to be able to work independently, effectively and with confidence.

This position may be required to support corporate volunteering events during peak times and if so will require a certain amount of metro travel, medium level physical effort including lifting, and flexible work hours with some early starts and/or late finishes.

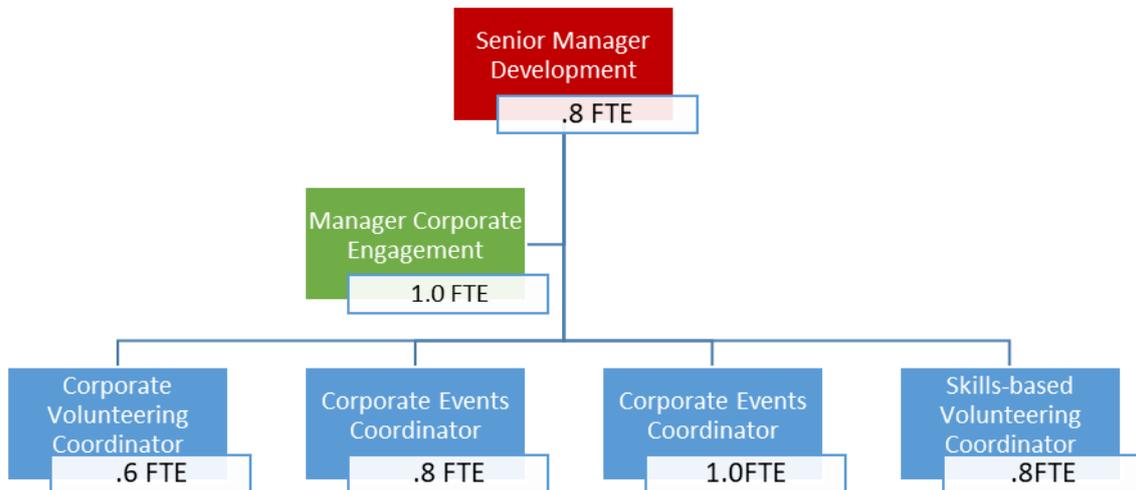
## Key Responsibilities

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1. Report to the Manager Corporate Engagement and work closely with the Corporate Team to meet contractual obligations
2. Act as the first point of liaison for corporate volunteering enquiries, from multiple stakeholders across multiple sectors
3. Maintain database of relevant contacts and volunteering activities throughout the year
4. Allocate corporate volunteering activities to the corporate team
5. Conduct corporate volunteering information sessions for VWA corporate and community member organisations
6. Provide high-level support to the Corporate Volunteering Team in coordinating volunteering projects and activities
7. During peak times this role may be required to attend corporate volunteering events. Full training will be provided.
8. Assist with the coordination and promotion of corporate volunteering event activities
9. Contribute to the effective delivery of events to meet contractual obligations and achieve strategic objectives and KPI's
10. Assist in the development of corporate volunteering resources and prepare proposals and reports, as required.
11. Contribute to day-to-day operations of Volunteering WA and respond to requests for support when required.
12. Contribute creatively and professionally to the strategic direction of the Volunteering WA Team.

## Reporting Structure

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## Qualifications, Skills and Experience

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### Essential

1. Relevant tertiary qualification (event planning, management, community services) or relevant experience performing similar duties
2. Outstanding organisational, time and project management skills are a must
3. Strong administration skills including high attention to detail
4. Exercising finely tuned decision making skills
5. Excellent interpersonal and communication (written/verbal) skills including conducting presentations
6. Ability to work independently and proactively on own initiative or as part of a team
7. Demonstrated ability to meet targets and achieve results
8. Sound competency and confidence in use and management of databases, webpages, social media and other IT resources including Microsoft Office Suite, particularly Excel and Outlook.
9. Ability to work in a changing, complex and demanding environment.
10. 'C' Class Driver's Licence Essential

### Desirable

1. Knowledge of the volunteering, not-for-profit and corporate sectors
2. Event experience desirable however, training will be provided for corporate events
3. Current First Aid Certificate
4. Customer Service Experience

### Personal Attributes

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All Volunteering WA staff and volunteers are at all times expected to lead by example and demonstrate Volunteering WA's values which are:

- We believe in the power of volunteering.
- We are inclusive, innovative and operate with integrity.

Other personal attributes required to do this job effectively:

- Ability to work independently.
- Willingness to work collaboratively, as part of a team and to share information and expertise.
- Professional, effective and efficient approach.
- Systematic, organised approach and attention to detail.
- Proactive self-starter.
- Strong work ethic and a desire to successfully get the job done.
- Good interpersonal and communication skills.