

Volunteer Coordinator

Volunteer Position

1. Overview of Flemington Kensington Community Legal Centre Inc.

Flemington & Kensington Community Legal Centre (FKCLC) seeks to ensure that people in the community have equal access to justice. We provide free general legal advice and casework services, as community legal education. Other programs are: family violence – Safe from Harm program, migration advice (offshore only), and a specialist Police Accountability Project which advocates for victims of human rights abuses by police.

We assist people who live, work or study in the Flemington and Kensington area, and our service may take on casework from other agencies on a referral basis. Our client group includes migrants and refugees from countries such as Ethiopia, Somalia, Eritrea, Sudan, Myanmar and Afghanistan. FKCLC is governed by a Board of Management and funded under the Commonwealth Community Legal Services Program (CCLSP).

2. Purpose of the Role

The Volunteer Coordinator oversees and coordinates the rostering of volunteers, is responsible for the integrity of the roster and will liaise with relevant volunteers to ensure attendance.

The Volunteer Coordinator helps develop and maintain best practice volunteer policies, practices and support systems, and assists in organising social and training events for volunteers.

3. Employment Conditions

Hours and contract

This is a voluntary flexible 1-day position. Days and hours of work are negotiable with the successful applicant.

Remuneration

This is a voluntary, unwaged position. Expenses in relation to the position will be remunerated.

Location

Based in Kensington. Melbourne metropolitan.

This position will require some travel to attend meetings, training etc. Travel costs will be reimbursed. If a private car is used then comprehensive insurance is required.

Characteristics of this role

The Volunteer Coordinator manages the center's legal and paralegal volunteer system. The centre operates with volunteers working closely with employed staff. All staff and volunteers contribute to decision making, planning and policy development. The Volunteer Coordinator assists in the development of volunteer support systems, policies and practices.

8. Responsibilities

This small and dynamic legal centre relies heavily on volunteer support. It is the Volunteer Coordinator's responsibility to ensure that volunteer roster is maintained and up-to-date, and to ensure that there are an appropriate number of volunteers on a daily basis.

The Volunteer Coordinator will also manage the roster for the night service, which runs every Monday night. (Night services currently on hold due to COVID restrictions).

The Volunteer coordinator's responsibilities include:

- Drafting the volunteer roster on a monthly basis;
- Ensuring volunteer contact lists are accurate and up to date;
- Liaising with volunteers to ensure they keep to their rostered days, finding replacements for volunteers who cannot attend;
- Liaising with employed staff around volunteer needs, centre requirements and volunteer systems;
- Assisting staff in volunteer recruitment, selection and induction;
- Maintaining and developing the centre's volunteer policies, procedures and volunteer support systems;
- Organise and convene volunteer social events and training sessions as required.

9. Requirements of the position: (Selection Criteria)

Skills, knowledge, experience, qualification and training

- Excellent organisational skills, administrative skills and proven experience.
- Highly developed communication and interpersonal skills and the ability to effectively communicate with people from a wide range of backgrounds including staff, volunteers, external agencies and the public within a demanding work environment.
- Ability to work independently, set priorities, monitor own workload and meet deadlines.
- Strong computer literacy. Ability to use Microsoft Word and Excel at a proficient level is essential.

Desirable (but not essential)

- Demonstrated experience in a similar role in a community organization.
- Some knowledge of the legal sector and/or legal programs offered at universities

10. How to Apply

All applications must address the selection criteria and include a current CV.

Reference Checks

Two referees will be required. Each referee must be in a position to comment knowledgeably about the applicant's recent work performance.

Additional Information

If additional information is required contact Office Manager on 03 9376 4355.

Applications

Applications should be addressed to Office Manager, Carmen Tommasi.

Applications closed Friday 21 May 4pm.

Post

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