



Position Details

Job Title:	Volunteer Mobilisation Coordinator
Role type:	Full Time, Permanent
Salary:	AUD \$65,000 - \$70,000 + 9.5% superannuation and salary packaging option available
Location:	EWB's office: 552 Victoria St, North Melbourne and remote working – days flexible. Applications from states other than Victoria, or outside of Melbourne. also welcome.
Closing date	Sunday 23 rd May 2021 (applications will be assessed as they are received)

Context

[About EWB Australia](#)

Engineers Without Borders Australia (EWB) is a for-purpose organisation with our National Office and staff team located in Melbourne and volunteer chapters in Victoria, Western Australia, NSW, Queensland, South Australia and ACT.

EWB works within Australia and overseas to improve the knowledge and physical resources of people in need via grassroots engineering programs, capacity development, and sector leadership.

Established in Australia in 2004, EWB has three major focus areas:

1. developing technology to alleviate poverty and accelerate inclusive sustainable development in Australia and overseas;
2. redefining engineering as a profession providing stewardship and leadership for a more equitable and sustainable world and;
3. inspiring and mobilising a global community who believe in a world where technology benefits all.

At EWB, we strongly believe that every engineer can be a change agent for a socially just and sustainable world. This belief drives EWB to lead a movement of like-minded individuals and companies working together to ensure technology is developed to make the world a better place for all.

Role summary and key responsibilities

[Role Purpose](#)

EWB Australia's impact is effectively supported through an active, effective and empowered volunteer network.

Summary

The Volunteer Mobilisation Coordinator is responsible for the support and coordination of volunteers to achieve impact at scale and engage meaningfully with EWB and our mission. This role ensures that volunteers are supported seamlessly and efficiently through the volunteer management cycle, so that they deliver activities aligned to EWBs brand, values and mission, and are recognised for the critical role they play and the professional skills and knowledge they gain through volunteering with EWB.

Volunteering with EWB allows individuals, companies and collectives within our network to contribute to EWB's objectives at a local, national and international level. Volunteers directly support projects within EWB's Engineering Program, National Office programs, and projects linked to programs embedded in, and managed through EWB chapters. Volunteers at all stages of life are provided opportunities to engage in our mission from university through to retirement, including pro bono volunteering opportunities through our partnerships.

This role ensures that engagement with potential volunteers is friendly and seamless. It ensures that volunteers who join our programs have the necessary skills and/or enthusiasm to do so well, they are compliant and tracked efficiently and accurately, using our volunteer portal and CRM. This role ensures that volunteers are supported in their induction and their exit progress and supports all teams in the organisation, including chapters and overseas offices to manage volunteers well.

Key responsibilities

1. Oversight of the breadth of EWBs volunteer engagement to ensure efficiency, standardisation and easy compliance, allowing staff and volunteers to focus on delivery of activities.
2. Ensure meaningful and appropriate volunteer briefs developed by EWB staff to enable the effective recruitment and placement of volunteers, while advocating organisation-wide commitment to volunteerism.
3. Support the implementation and maintenance and continuous improvement of EWB Australia's mobilisation systems, including the database and role- and project-specific induction and exit process, so that volunteers are empowered to contribute to EWBs impact goals.
4. Ensure diversity, accessibility, risk, safety and other key requirements of EWB Australia's volunteer program are considered, monitored and being actioned in accordance with EWB policies and procedures.
5. Ensure EWB can monitor, evaluate and report on its volunteer mobilisation initiatives and the volunteer experience.
6. Engage with internal and external volunteer management networks and partners, including the "Australian Volunteer Program" and EWB chapter mobilisation network to share experience, increase effectiveness and learn from evolving practice in the volunteering sector.

Selection Criteria

You will have demonstrated success in and/or proven knowledge in:

- volunteer and/or human resource management and the volunteer cycle. Some understanding of the engineering or wider technical sector would be useful but not required.

- deploying pro bono resources and/or delivering corporate staff engagement activities.
- developing and continuously improving systems and processes to effectively support volunteer engagement.
- leading, motivating and communicating with a broad range of internal and external groups and individuals.
- analysing data and developing evidence-informed insights.
- risk-literacy with a strong commitment to child safeguarding.
- training or coaching others.
- EWB tools including Box.com, Salesforce, Slack, G-Suite, Formstack, or similar.

This role will require you to:

- be passionate about volunteerism and its impact on individuals, its impact for companies and staff engagement and its role in increasing reach and scale of impact;
- take a systems-view of the volunteer experience to ensure effective workflows for both EWB volunteers and staff
- have excellent interpersonal skills with a creative, solutions focused approach;
- be confident working in a highly collaborative and fast-paced environment;
- contribute learning, ideas, feedback, and knowledge across the EWB's team and a network of partners;
- proactively engage with a wide range of stakeholders and appropriately identify and respond to opportunities and challenges presented;
- find inspiration in the potential of the EWB's vision, strategy, values and our programs;
- consistently seek opportunities to improve the efficiency and effectiveness of EWB's processes.

Conditions

Travel

Some interstate and overseas travel may be required.

Flexible working arrangements

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance.

Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer's leave, professional development leave, paid parental leave, long service leave, and bereavement leave.

Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counselling assistance.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the

capacity of our people and support you with on-the job experience, coaching and in-house training.

Salary Packaging

You will be eligible to salary package. The Australian Taxation Office (ATO) allows us to reimburse you for some of your personal expenses without having to pay income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income tax free threshold.

How do I apply?

Please provide CV and cover letter addressing selection criteria to recruitment@ewb.org.au

Applications will be reviewed as received and the role will be held open until the candidate has been appointed.

If you have any questions about the position, please email e.loudon@ewb.org.au

Engineers Without Borders Australia

- Actively encourages Aboriginal and Torres Strait Islander People to apply
- Celebrates diversity and supports an inclusive work place. Please contact us to discuss any personal assistance required to complete this application.
- Can only support the applications of Australian and New Zealand citizens, permanent residents, or those with existing working rights in Australia.

EWB adheres to statutory laws in Australia and foreign countries regarding child exploitation, child pornography and the abuse of children. We are committed to the protection of children from all forms of harm. You will be required to sign a Child Protection Code of Conduct and provide a Working with Children's Check and a Federal Police check prior to commencement.

EWB Australia upholds the right of all people to live a life free from sexual violence, exploitation, and harassment regardless of their gender, age, sexual orientation, disability, religion, or nationality. EWB has zero-tolerance for sexual exploitation, abuse, and harassment (SEAH) of any kind. We recognise that some individuals within communities may be more vulnerable to SEAH, including; children and vulnerable adults. We are committed to creating a safe and supportive environment that safeguards all the people we work with, and the communities we work for.