

POSITION TITLE Coordinator Volunteering

PROGRAM People and Culture

OUR PURPOSE

Address inequity. Building healthy, inclusive and just communities.

OUR VALUES

Dignity in everything that we do

Quality matters

It takes Passion

ABOUT BANYULE COMMUNITY HEALTH

Banyule Community Health is a stand alone, not for profit organisation, governed by a Board of Directors to deliver on its purpose 'Address inequity. Building healthy, inclusive and just communities'. Banyule Community Health works across many sites and delivers multiple modalities of care and support in the primary health and welfare sector. Building on its strong values base and reputation of being truly responsive to its community, Banyule Community Health strives to continually provide high quality services, develop partnerships, which benefit its community and innovates to create better health outcomes and health equity.

Our 2020 - 2025 Strategic Plan provides an overview of our strategic priorities and our organisational enablers.

THE PEOPLE AND CULTURE TEAM

The Banyule Community Health People & Culture Team has responsibility for driving and overseeing organisational culture. The Team works closely with the Board, General Management Team and workforce to build on an already strong culture, to ensure improvement and development. The Team has significant operational functions such as recruitment, orientation, payroll, occupational health and safety and volunteer support. Additionally the People & Culture team plays a central role in areas of organisational growth around inclusion, worker wellbeing and reconciliation.

THE ROLE

The Coordinator Volunteering is a new role in People and Culture providing hands-on support to Program and Service Teams, in particular - Community Programs and Wellbeing Services. The

Position Description

Coordinator Volunteering will provide volunteer recruitment, screening, compliance, training, recognition and exit support to volunteer supervisors across BCH programs and services. With assistance from IT and People and Culture, the Coordinator will acquire and implement a Better Impact Volunteer database, provide database training support to BCH volunteer supervisors, and manage the central database ensuring compliance of all volunteer records with BCH screening requirements. The coordinator will also advise on volunteer workforce development opportunities. This role requires flexibility, proactive risk management and lived experience of volunteer management.

REPORTING AND WORKING RELATIONSHIPS

Position Reports to: General Manager People and Culture

Reportable Positions: N/A

Internal Relationships: The role will work primarily with the People & Culture Team and provide support to Programs that have volunteer roles including Community Programs and Wellbeing & Support Teams. Additionally the role will work with other corporate services teams including Quality, Finance, Infrastructure.

External Relationships: Volunteering Victoria; Volunteering Australia and other community based organisations in the region.

SCOPE OF PRACTICE

N/A

DELIVERABLES

The Coordinator Volunteering provides support to the General Manager People and Culture and in collaboration with the People and Culture Team to:

- Consult with volunteer supervisors to produce volunteer role descriptions and advertisements
- Manage public and applicant inquiries and assist with interviews and logistics as required
- Process and monitor compliance screening progress for successful applicants
- Update and maintain the central volunteer record and ensure volunteer records are complete, compliant and ready for audit
- Provide induction support as required and monitor and record mandatory and additional training
- Provide communications and engagement support
- Provide specific volunteer engagement communications as required and collaborate with Communications to produce centralised recognition activities and events particularly national volunteer week recognition events.
- Support and record volunteer exit and off-boarding
- Organise volunteer management training for volunteer supervisors

Position Description

- Provide volunteer workforce advice regarding new volunteer opportunities
- Maintain professional development to stay up-to-date with sector standards and volunteer law.

STANDARDS TO WHICH PERFORMANCE WILL BE ASSESSED

- Deliverables
- Alignment with BCH Core Capabilities
- Alignment with BCH values
- Alignment with BCH Workplace Conduct Policy
- Compliance with BCH Policies, Procedures and Practice Manuals
- Compliance with OHS, Risk and Quality frameworks

KEY SELECTION CRITERIA

Skills Requirements:

- National standards implementation
- Volunteer coordination skills and experience
- Screening checks experience
- Support and advice to staff teams
- Writing for communications (volunteer and staff audience)
- Records management
- Microsoft Office Suite

Knowledge Requirements:

- National standards for volunteer involvement
- Volunteer database usage highly regarded

Qualification and/or Experience:

- Volunteer management or coordination experience
- Central services support to programs experience highly regarded
- Cert IV in Coordination of Volunteer Programs (CHC44015) highly regarded
- Police Check with 3-yearly renewal.
- Working with Children Check
- Covid 19 Vaccination

Environmental Considerations:

- A physical and psychological constitution that matches the physical demands and environmental demands of the role
- Work from home capability
- Desk share flexibility
- After-hours availability for scheduled inductions, annual recognition events, and

volunteer supervisor events relevant to volunteers.

CONDITIONS OF EMPLOYMENT

A current Police Check (less than 6 months old) at date of appointment is required, with a re-check every 3 years and a current Working with Children Check may be required.

A Victorian Drivers Licence

This role will be based primarily at West Heidelberg, but may involve work from other BCH and associated sites.

SIGNATURES

I have read this document and agree to undertake the role and deliverables as listed above. I acknowledge that this Position Description is an accurate reflection of the duties and responsibilities. This Position Description will be reviewed regularly in consultation with me. I understand additional or other duties may be allocated to me commensurate with my training, skills and knowledge.

Employee's name _____

Employee's signature _____ Date _____

Manager's signature _____ Date _____

This position was reviewed on 12/11/2021 By General Manager People and Culture