



Edmund Rice Community Services Position Description

Title: ERCS Program Activity Officer
Reports to: ERCS Team Leader
Based at: Edmund Rice Camps Victoria
Employment: Part Time (0.6), Fixed Term
Award Social, Community, Home Care and Disability Services Industry Award

About Us:

Edmund Rice Community Services Ltd (ERCS) is a national not-for-profit organisation that exists to build communities where people thrive and belong. We do this by addressing social isolation, unjust structures, marginalisation, access to appropriate education and learning opportunities. We support a number of focussed communities, that have developed specific responses to solve or improve full engagement in society for people.

Our core values are dignity, integrity, liberation and justice. We are also committed to a concept of being spirit centred. This is illustrated through reflective practice and an acknowledgement of the need for wholistic and ecological thinking as a core component of our work.

ERCS is part of a national movement for change, providing an environment for empowerment of individuals that encourages resilience, self-worth, and aspirations for the future.

ERCS Mission

In the spirit of Edmund Rice, our community seeks to build authentic relationships, learning together about people's everyday experience of the world. We are ordinary people understanding that our interactions and support for each other can create extraordinary moments of change for the common good.

Edmund Rice Camps

At Edmund Rice Camps we believe that every child deserves a happy and safe upbringing. For 40 years we have created safe spaces where children, young people, and families can thrive and belong, equipping them with the strength to overcome childhood adversity and trauma. The engagement opportunities on camp or other ERCS activities provide young people and families with the relationships, support and capacity to build purpose and connections to community.

It is our priority to encourage sustainable change and development, by promoting resilience, a sense of purpose, and aspirations for a bright future in every person that engages with our programs. This includes young adult volunteers who serve as a support and mentor to those in our care. ERCS Volunteers build leadership skills that can be applied to work and future careers.

Edmund Rice Camps VIC

Edmund Rice Camps Victoria provides recreational camps and programs for children, adolescents and families, experiencing adversity, marginalisation and social isolation in our community.

As a community based, for-purpose organisation, it is our priority to encourage sustainable change and development within communities, by promoting self-esteem and a sense of purpose and achievement in every child, adolescent and adult that engages in our programs.

We are also committed to the personal growth and development of all young adult volunteers, who serve as friends and mentors to those in our care.

Position Purpose:

The Program Activity Officer will fulfill an assistant responsibility to the Team Leader in supporting them with the overall organisation of programs including facilitation and evaluation aspects of all services run by Edmund Rice Camps. As well as support the organisation you will assist the Team Leader in planning, resourcing, researching and budgeting for all aspects of Edmund Rice Camps' service (and directly for operational camps' services).

The role is directly involved in program facilitation, participant referral, volunteer recruitment, child protection practices and protocols, risk management and resource management. Emphasis in the role is placed on maintaining the Edmund Rice Camps ethos, professionalism and trust. The role requires a constant commitment to ongoing learning, team collaboration, best practice behaviours and discipline in professional practices and procedures. The Program Activity Officer will often be required to work independently while still an essential member of the core team of Edmund Rice Camps.

Key Accountabilities and Responsibilities:

<p style="text-align: center;">Mission</p>	<ul style="list-style-type: none"> • Promote amongst volunteers and program participants an understanding of the story, vision, and values of Blessed Edmund Rice. • Communicate and promote the core mission, vision, and associated values of the organisation within the ERC community. That includes, fostering and developing an organisational culture within ERC programs which reaches out to young people on the margins, respects human dignity, provides equality of opportunity, reflects cultural and ethnic diversity and respect, promotes human rights, and contributes towards the actualization of young people's potential.
<p style="text-align: center;">Program Management and Support</p>	<ul style="list-style-type: none"> • Occasional Program delivery for school camps and other school activity programs • Oversee the management, development, implementation, and delivery of ERC programs. These may include but are not limited to: <ul style="list-style-type: none"> ○ Children's camps. ○ Teenage youth Camps. ○ Family camps. ○ School camps ○ School activity programs ○ City justice walks • Oversee the coordination of all camps and programs conducted by ERC which includes: <ul style="list-style-type: none"> ○ The organisation of camp sites and venues ○ The provision of suitable volunteers. ○ Appropriate provision of transport. ○ Appropriate provision of equipment. ○ Suitable catering arrangements ○ Assist with the safety auditing of all programs. ○ The provision of a suitable Emergency Management plan. ○ The advertisement of programs to volunteers ○ The evaluation of programs. ○ The evaluation of volunteers. • Oversee the planning and development of camps and programs that include: <ul style="list-style-type: none"> ○ Active pre-camp reviews of camp schedules and timelines. ○ Engaging with creative and low-cost activities on camp. ○ Engaging with outside stakeholders to assist in the development of programs. ○ Development of ancillary camp roles, such as cooks, bus drivers, and wisdom figures

	<ul style="list-style-type: none"> ○ Ensure all risk management protocols are completed for each program. ○ Responsible for the purchase of all program equipment. ○ Be responsible for the maintenance of camp resources, including the storage and organisation of the Shed. ● From time to time, you may be called upon to assume the responsibilities of the team leader due to an absence or other situation arising to ensure contingency planning in program delivery
Human Resource / Volunteer Management	<ul style="list-style-type: none"> ● Oversee the recruitment, induction, training, and retention of volunteers. This support and assistance may include: ● Program delivery: <ul style="list-style-type: none"> ○ Providing a role description for all volunteer leadership roles. ○ Confirming volunteer availability and ensuring their placement on programs as required and appropriate to their skills. ○ Ensure the organising and implementation of all necessary volunteer training prior to the camp. ○ Ensure volunteers are offered appropriate training in accordance with the roles they undertake. ○ Maintain the operational records of volunteers to ensure each volunteer meets with the service compliance and assessment requirements. ○ Ensure volunteer recruitment strategies and training are consistent with program requirements. ○ Ensure that all volunteers adhere to appropriate Occupational Health and Safety procedures and guidelines. ○ Ensure professional and personal boundaries are being met in dealings with and supervision of volunteers. ○ Ensure volunteer management strategies are compliant with the Mission statement and strategic goals of ERC. ○ Assist and support the ERC Team Leader in ensuring all policies, guidelines, procedures, and role descriptions are being adhered to in all ERC activities. ○ Ensure volunteers are aware of the Volunteer and Employee Rights and Responsibilities documentation. ● Past Volunteer Engagement: <ul style="list-style-type: none"> ○ Provide opportunities for past volunteers to keep connected to the organisation ○ Working Party Sub-Committee support: <ul style="list-style-type: none"> ○ Support and engage with the convenors/members of sub-committees as agreed from time to time with the ERC Team Leader
Financial Management	<ul style="list-style-type: none"> ● Ensure program and volunteer activities operate within budget. ● Assist and support the ERC Team Leader and LAC in identifying and securing additional funding for the organisation
Public Relations and Marketing	<ul style="list-style-type: none"> ● Liaise with support schools ● Promotion of the work of ERC. ● Recruitment of potential volunteers ● The use of school facilities, equipment, camp sites and vehicles on the various programs ● Support ERC publications by encouraging volunteers and supporters to write articles for publication. ● Maintain and develop the social media presence of ERC. ● Manage all merchandise activities.
Fundraising	<ul style="list-style-type: none"> ● Actively encourage volunteer involvement in ERC fundraising activities. ● Be a support person for volunteers and ERC supporters who are organising community fundraising events.

	<ul style="list-style-type: none"> • Ensure fundraising is core business of ERC alongside the delivery of programs and activities. • Manage the admin of any web-based donation programs developed
Administration	<ul style="list-style-type: none"> • Maintain an up-to-date volunteer database. • Be responsible for own administration tasks such as photocopying, email, printing of documents, etc. • Provide regular reports to the LAC as required. • Perform other tasks set by the ERC Team Leader
Other Responsibilities	<ul style="list-style-type: none"> • Actively participate in professional development opportunities. • Undertake professional supervision with the ERC Team Leader • Explore other program activities and initiatives that give further expression to the spirit and vision of Edmund Rice. • Assist in the communication of the mission of ERC and its services and programs to the wider ERC community. • The specific responsibilities of the post/role will be negotiated between the team leader and the project officer upon appointment, subject to the strengths of each individual.

Organisational Accountabilities and Responsibilities

Operate as a Team Member	<ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of the team in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance and support to team members and personnel of ERCS, and undertaking other key responsibilities or activities as directed by the ERCS Operations Manager. • Communicate with personnel internal and external to team to ensure understanding of distribution of workload and awareness of timeframes. • Collaborate with personnel both internal and external to ERCS as required.
Diversity	<ul style="list-style-type: none"> • Demonstrate a commitment to the value of diversity by being open to the perspective of others and being courteous and respectful.
Work Health and Safety	<ul style="list-style-type: none"> • Be proactive in caring for the health and safety of all people working within ERCS and visiting our organisation. • Proactively ensure all appropriate actions are taken to implement the WHS policies, procedures, training and legislative requirements. • Actively participate in training, report hazards and speak up when behaviour is not acceptable.
Safeguarding of Children and Vulnerable Adults	<ul style="list-style-type: none"> • At all times act within the organisation's Child and Vulnerable Adults policies, code of conduct and procedures and commit to the fostering of a culture of safety and care for the protection of children and vulnerable adults and a zero-tolerance approach to any abuse. • Ensure all relevant legislative and regulatory requirements are met including undertaking screening for suitability to work with children, youth and vulnerable people. • If working with children, demonstrate an understanding of children's development needs and culturally safe practices. • Follow procedures in relation to identifying and reporting child abuse. • Participate in ongoing Child safety training and supervision.
Risk and Governance	<ul style="list-style-type: none"> • Operate in line with ERCS policies, code of conduct, ethics and values. • Raise awareness of the ERCS policies, code of conduct, ethics and values with staff and volunteers. • Actively participate in training and report risks.

	<ul style="list-style-type: none"> Alert the LAC and appropriate relevant local authorities to matters that arise out of conduct at camps which are or may be, of adverse consequence to the health and safety of clients, staff, volunteers, and visitors
Continuous Improvement	<ul style="list-style-type: none"> Apply quality management and continuous improvement processes to all activities and programs in Victoria. ERCS recognises that the skills and knowledge of its employees are critical to the success of the organisation. Hence, ERCS: <ul style="list-style-type: none"> Encourages continuous improvement through educational and formation channels Expects personnel to participate in activities including performance reviews, training and formation initiatives that lead to continuous improvement, professional development and a deeper understanding of the values of ERCS.

Essential Selection Criteria

Qualifications and Experience:

- Minimum Bachelor Degree related to Community development, Social welfare, Counselling, Outdoor recreation or other relevant area
- Minimum 3 years' experience working in a similar role including leadership, oversight of team and management responsibilities
- Working with Children clearance
- Current unrestricted Drivers licence
- Apply First Aid certificate
- Willingness and ability to travel from time to time
- Willingness to work flexible hours in order to meet the demands of the role including weekend and evening work
- Experience working within a volunteer scheme, volunteer based program or in a direct relationship with volunteers.
- Experience with running outdoor recreation programs
- Knowledge of the outdoor recreation sector and adventure activity standards

Competencies and Skills:

- Ability to work successfully with a spirit based and values driven organisation
- An appreciation of and commitment to the mission and values of ERCS
- Ability to work from a systems theory, strengths based, trauma informed and community-based service model
- Capacity to work with organisations and people across different contexts and cultures
- Compliance with statutory and organisation policy in respect to Child Safety and Safeguarding

Authority Limits:

All actions undertaken and expenses incurred must follow and be in accordance with the Employer's policies and procedural requirements. ERCS has a Delegations Policy

The Employer reserves the right to vary this position description in response to its changing needs.

Statement by the Employer:

The information detailed above is an accurate statement of the responsibilities/accountabilities of this position.

Signature:

Name:

Date.....

Agreed by the Employee:

The below signed acknowledges that the Employee has read the above position description and understands and accepts the responsibilities/accountabilities of this position.

Signature:

Name:

Date:.....

ERCS is a child safe organisation, committed to the protection of children and vulnerable adults and has zero tolerance of any abuse. All staff must be compliant with the ERCS COVID Vaccination Policy and booster doses