
	Position Title: Volunteer Coordinator	Team: The Gathering Place	Region: Gippsland		
	Supervisors: Manager, The Gathering Place	Delegations and Authorities: In Line with Delegations Policy	Band: B	Date Completed: 9 th August 2018	

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>	<p>The Gathering Place is a community based facility which offers and coordinates a range of activities and programs aimed at connecting community members. The Gathering Place is an important space for Aboriginal and Torres Strait Islander (A&TSI) people to connect with community. It is a culturally safe place to come together, have a cuppa, to reconnect, seek out information, and run community activities. The Gathering Place is in Morwell, providing a variety of social, cultural, art and practical engagement programs supporting community to heal and experience success in future life decisions. It is a safe place for our mob to sit and have a yarn. The Gathering Place Leadership Group have established The Gathering Place vision, mission and key objectives and will review this on a regular basis to ensure that all aspects of the service plan with the Department of Health & Human Services are achieved. The Volunteer Coordinator will work alongside key stakeholders such as local Aboriginal organisations, elders and community members to provide a culturally safe and inviting space for community members to gather and develop skills and increase their social connectivity and confidence.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<ul style="list-style-type: none"> • Promote and drive connectedness with the local community, promoting culture and maximising community resources. • Create and develop opportunities for volunteers and mentoring relationships at The Gathering Place and within the wider community. • Document, implement and review efficient and effective coordination and administration procedures for all Volunteers/mentors accessing and supporting the operations of The Gathering Place. • Ensure all compliance requirements are met for volunteers and mentors connected to The Gathering Place. • Providing mentorship, support and advice to volunteers and program participants.
	REPORTING RELATIONSHIPS
	<p>This role is based at The Gathering Place and will form part of a newly developed team operating at The Gathering Place. The Volunteer Coordinator will report to the Manager – The Gathering Place.</p> <p>This is a fixed term position until 30 June 2019.</p>

EXPECTATIONS	
<ul style="list-style-type: none"> • Conduct themselves in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together. • Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety. • Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. • Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. 	
KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> • Demonstrated experience working with Aboriginal communities with a strong understanding of Aboriginal culture and community needs. • Demonstrated passion and ability to engage with all sectors of the community including young people, families, schools, community organisations and local government. • Demonstrated experience developing and implementing new processes and procedures and a commitment to ongoing improvement. • Strong leadership skills and experience mentoring staff or volunteers. • Strong conflict management and negotiation skills. • Demonstrated ability to work as part of a team. • Demonstrated understanding of and commitment to the principles of risk management and occupational health and safety. • Demonstrated understanding of, equity and diversity, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children. • Demonstrated written and oral communication skills (including public speaking, report writing, presentations and facilitation skills). • Demonstrated ability to flexibly manage competing priorities and monitoring own stress levels and practicing and promoting self-care strategies. 	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> • A minimum Diploma level qualification in Community Welfare or Community development (or equivalent) or prepared to work towards. • Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances. 	<ul style="list-style-type: none"> • Experience in recruitment and management of volunteers. • Assessment skills to identify eligibility for access to the program. • Experience in group work facilitation • Report and client record keeping

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Program Development	<ul style="list-style-type: none">• In conjunction with The Gathering Place Manager, support the overall operations of The Gathering Place.• Recruit, engage and undertake assessment and screening of volunteers.• Develop and review processes for successful onboarding of volunteers.• Ensure all compliance requirements for volunteers are met.• Conduct regular risk assessments and implement systems to mitigate these risks.• Develop and maintain relationships with volunteers, community groups and other service providers to ensure positive linkages for volunteers. Participate in the on-going evaluation of The Gathering Place.• Promote The Gathering Place Volunteer program to community organisations and interested groups to build a mentor list as required
Administration	<ul style="list-style-type: none">• Provide regular reports in an agreed format monthly.• Follow all Berry Street policies and procedures to ensure that all volunteers are assessed, trained and inducted to ensure the safety and wellbeing of children, young people and community.• Participate in relevant organisation and community meetings.• Maintain up to date records.• Provide statistical data as requested.
Service Delivery	<ul style="list-style-type: none">• Provide volunteers with information about the program and assess.• Ensure The Gathering Place meets requirements of Berry Street's Volunteer Policy.• Promotion to community group and interested parties for recruitment of mentors to the program as required.• Identify 'value adding' programs that will enable opportunities for Volunteers to engage with The Gathering Place.
Other	<ul style="list-style-type: none">• Other duties as directed

CONDITIONS OF EMPLOYMENT

1. This position is for 76 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. This is a fixed term position until 30 June 2019.
3. You will initially be employed at The Gathering Place in Morwell. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
4. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
5. The base salary for this position is SCHADS 6, PP1 – PP3 which is \$78,738.66 - \$82,399.50 dependent on experience under the *Berry Street Victoria 2014-2017 Agreement*.
6. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
7. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
8. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
9. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
10. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
11. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Daily
	Work office hours with the possibility of extended hours.	Regularly
	Work in an open plan office and building.	Daily
	Work in buildings which may be two-storey.	Occasional
	Sit at a computer or in meetings for extended Periods.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations.	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regularly
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regularly
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, writing reports, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regularly