# Position Description

# Coordinator of Volunteers - Radio Vision Australia Radio (Adelaide)

**Vision Australia (VA), supporting people who are blind or have low vision to live the life they choose.**

## Purpose of Position

The key purpose of this role is to work in collaboration with Vision Australia Radio (VAR) Management and team members to ensure that a planned approach is taken to the recruitment, training, management and support of VAR Adelaide volunteers. The Coordinator of Volunteers (COV) is also responsible for the day-to-day operational management of the radio station in consultation with the VAR Adelaide Programming Coordinator. The COV also works in consultation with the National Volunteer Partnerships Office (NVPO) supporting the strategic directions of VA and the VPO in relation to coordination of volunteers.

## Context

## The VAR Network provides a reading and information service to the blind, low vision and print disabled communities across South Australia, regional Victoria, Melbourne, Southern New South Wales, Perth and Darwin. VAR Adelaide delivers programs and content from local, national and international sources and delivers other specialist programs of interest for the VAR Network.

## Principle Responsibilities

## Volunteers

* Attract, recruit, train, support and manage VAR Adelaide volunteers. This includes volunteers who have the lived experience of blindness or low vision.
* Ensure VAR Adelaide is adequately resourced by volunteers who have been trained to competent levels in required areas.
* Coordinate, publish and then manage on a day-to-day basis all rosters for the volunteer workforce and ensure that all studio programming needs are adequately resourced.
* Facilitate the ongoing training and performance coordination of all volunteers.
* Act as a reliable source of communication between VA, the VAR Network and volunteers.
* Monitor and maintain accurate and up-to-date volunteer electronic records in accordance with professional standards and VA policy and procedures and all relevant legislation.

## Operational

* Ensure all administrative tasks are completed in a timely and efficient manner in line with best possible practice and VA policy and procedure.
* Collaborate with the VAR Network team in consultation with the Adelaide Programming Coordinator to develop and maintain the VAR Adelaide services and network and suitable program content.
* Coordinate resource management through the ordering of stores, stationery and general supplies and ensure adequate resources are available on a day-to-day basis. Also includes waste management.
* Maintain asafe workplace by ensuring staff, volunteers, clients and visitors receive adequate information, training and instruction relating to Work Health Safety matters. Provide adequate supervision to all persons attending the VAR Adelaide site and report any issues/incidents in a timely manner.
* Undertake studio functions as panel operator, program editor and reader for live-to-air and pre-recorded programs as required.
* Continuous professional development, including keeping up-to-date with policy and procedures as well as maintaining skills and knowledge
* The COV also works closely with the NVPO supporting the strategic directions of VA and the NVPO in relation to the volunteer workforce.
* Undertake First Aid and Fire Warden training for the VAR Adelaide site.
* Other duties as required by the Manager – VA Radio Network.

## Key Performance Indicators

Key performance indicators will be clearly defined through the performance planning process.

## Essential Job Competencies

* Relevant qualifications and/or demonstrated experience in volunteer workforce coordination and management.
* Relevant qualifications and/or demonstrated experience in delivery of training programs and management of complex rosters.
* Relevant experience in community, not-for-profit, disability services or community radio sector.
* An understanding and appreciation of specifics when dealing with people who have the lived experience of blindness or low vision.
* Demonstrated sound communication and interpersonal skills and the ability to build relationships and negotiate successful outcomes.
* Sound conflict negotiation, resolution and management skills as well as problem solving skills.
* Demonstrate high level of planning, time management and attention to detail skills.
* Self-management skills, setting priorities and organising work in a fast-paced environment at times with competing priorities.
* High level competence and working knowledge of the Microsoft applications, the internet and a willingness to become competent in use of VA inhouse databases and information technology systems.
* Ability to work without supervision and as an effective member of a national team.
* Relevant broadcast training qualification or equivalent experience and technical proficiency in sound recording, editing and studio equipment would be an advantage.

## Organisational Values

The expectation that VA sets is that our paid and volunteer workforce understands and models the VA values and behaviours in everything we do 100% of the time;

* Person-Centred - we measure our success in terms of outcomes for our clients.
* Accountable - we hold ourselves responsible for what we do and don’t do.
* Collaborative - we work well together and with others to deliver the best possible outcomes.
* Commercially Focussed - we work efficiently and responsibly to sustain and grow our services and influence.
* Agile - we will adapt, learn and innovate to have a positive impact in a changing environment.

## Vision Australia environment

Many Vision Australia employees work with Seeing Eye Dogs and all employees are likely to have contact with working dogs.

Employment is subject to the Organisation receiving a National Police Record Check, a Working with Children Check and an NDIS Screening Check.

## Role Scope

**Reports to: Manager – Vision Australia Radio Network**

Direct Report Staff: NA

In-Direct Report Staff: National Program Volunteer Office (NVPO)

## Review of Job Description

This job description will be reviewed in line with the performance planning and appraisal process.