# Position Description

# Vision Australia Radio Regional Coordinator

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

## Purpose of Position

To facilitate the effective and efficient operation of regional Vision Australia Radio (VAR) services in Albury, Bendigo, Geelong and Shepparton. This 4 day per week permanent part time role (Mon – Thurs, 6 hours per day or flexible when required) can be delivered by a candidate preferably based in one of the broadcast locations of the VAR Regional services or Regional Victoria. Please note that the successful candidate will need to undertake regular intra-state travel independently to fulfil this role.

## Context

The Vision Australia Radio Network provide news and information services to the blind, low vision and print disabled communities across Victoria, Southern New South Wales, Adelaide, Perth and Darwin. Vision Australia Radio regional services deliver reading programs and content from their local news sources and deliver other specialist programs of interest to their local community and across the VAR Network each day using local volunteers and resources.

## Principle Responsibilities

* Collaborate with Vision Australia Radio staff, Vision Australia Regional staff and VAR Volunteer Advisory Committees to maintain and, within available resources, develop the VAR regional radio services and network
* Assist Vision Australia Volunteer Services with recruitment of Vision Australia Radio Regional Radio volunteers
* Assist VAR Programming team and Regional Steering Committees to deliver suitable program content
* Provide effective training and technical support to VAR volunteers
* To assist with recruitment, peer mentoring, training, support and managing Vision Australia Radio Regional Radio volunteers
* To ensure Vision Australia Radio Regional Services are adequately resourced as required
* To facilitate the on-going training and performance management of all volunteers
* To act as a reliable source of communication between VAR management and volunteers
* Other duties as required by the Manager – Vision Australia Radio Network
* Assist Vision Australia in maintaining a safe workplace by ensuring Vision Australia Radio volunteers receive adequate information, training and instruction on WHS and ensure all safety issues are reported and addressed

## Key Performance Indicators

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

## Essential Job Competencies

* Relevant broadcast training qualification or equivalent experience
* Proven ability to work with volunteers to achieve positive outcomes
* Solid track record in broadcasting covering program preparation and production, story selection, scriptwriting, interviewing techniques
* Technical proficiency in sound recording, editing and studio equipment
* Well-developed administrative skills
* Strong verbal communication skills and the ability to build relationships and negotiate successful outcomes
* Ability to work without supervision and as part of a team
* Self-management skills, setting priorities and organising work in an environment of competing priorities
* Able to undertake regular intra-state travel independently
* Capacity to communicate and promote the values and approach of Vision Australia

## Organisational Values

The expectation that we set is that our workforce understands and models our values and behaviours in everything they 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 and if relevant, a Working with Children Check or QLD Blue Card or Vulnerable Persons (ACT) check.

## Role Scope

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

Direct Report Staff: 0

In-Direct Report Staff: 0

## Review of Job Description

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

## Additional role requirements

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