



JOB TITLE Volunteers Project Officer

DATE 2/9/2022

REPORTS TO General Manager

Wellsprings for Women established in 1994 in Dandenong, Victoria, is a community-based organisation dedicated to supporting women to gain control over their lives, recognise the root causes to the barriers they face and gain skills they need to achieve their goals. Wellsprings provides a range of services and programs that are designed in consultation with women especially women of migrant, refugee and asylum seeker background and women impacted by mental health, trauma, poverty and family violence.

We are a neighbourhood house and a Learn Local, with a specialization in women's issues. We service the most multicultural population in Victoria. We are committed to gender equality, human rights and a society where women are safe and free from violence.

This position is open to females only. Wellsprings for Women's conduct falls within the exceptions contained in sections 28 and 88 of the Victorian Equal Opportunity Act 2010.

POSITION DESCRIPTION

Position purpose

To work with an external consultant to implement the objectives of the Emerging Stronger Grant:
Pathways to Volunteering for Refugee and Migrant Women
This is a fixed term 6 months position

Main tasks

Core objectives include:

- Recruitment of Co design participants (10-12 women)
- Recruitment of participants for the training pilot phase in October
- Promotion and marketing of the Training Program and Guidelines to other organisations
- Recruitment of service providers for the training session – which can be on online and/or pre-recorded
- Organise the design and publishing of the guidelines and volunteers course content
- Undertake all the admin tasks associated with the project including registering participants, recording attendance, calling participants to remind them about attendance.
- Record the provision of stipend to the Co-Design group
- Organise support for the women to attend (child minding , transport on needs basis)
- Prepare paperwork required by external consultant
- Organise a Launch event
- Prepare data for reporting purposes
- Assist with evaluation
- The above list is not exhaustive and the role may change to meet the overall objectives of the organisation.

Other Duties

- Fulfil other duties as required by management and other department personnel as requested/required.

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PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none">• Secondary school completion required additional qualifications in Office Administration are a plus
Experience	<ul style="list-style-type: none">• Relevant tertiary qualifications looked upon favourably• 2+ years' experience in clerical / administration and community sector or adult education highly desirable• Knowledge of and experience of applying project management principles and procedures
Knowledge	<ul style="list-style-type: none">• Competent with office management software like MS Office (MS Excel and MS Word including Outlook)
Skills & competencies	<ul style="list-style-type: none">• Awareness of office, health and safety procedures• Strong organization skills with a problem-solving attitude• Excellent written and verbal/oral communication skills• Excellent office and customer service skills• Ability to multitask in a busy work environment• Able to take direction well and work with minimal supervision• Demonstrated track record of reliability and dependability• Enthusiasm to develop skills and knowledge further• Adaptable to change and willingness to embrace new ideas and processes
Personal attributes	<ul style="list-style-type: none">• Punctual, reliable and trustworthy• Effective time management skills• Ability to work both alone and in a team
Other (Essential)	<ul style="list-style-type: none">• Attention to detail• Organised and self-motivated• Is proactive and shows initiative
Other (Desirable)	<ul style="list-style-type: none">• Up to date COVID Vaccination Certificate• Current National Police Check• Current Working with Children Check (WWCC)• Fluency in a language other than English relevant to our target population.• Preferred Dari speaking

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position. I also acknowledge, have read and agree to adhere to Wellsprings for Women's Staff Code of Ethics and all policies and procedures, as outlined within the Employee Manual.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date